



## Project Manager

Displayco – Calgary, Alberta

November 2024

### The Company

Over forty-five years of industry experience – combined with energy, creativity, and innovation – has made Displayco the number one choice for providing trade show and event solutions.

### The Position

We are accepting applications for an enthusiastic individual to join our team. We are looking for a strategic thinker who prides themselves in their organizational skills and great attention to detail to provide comprehensive project management and support. The tradeshow industry is a fast-paced and ever-changing environment that require the ability to move quickly and change focus, without warning.

### Job Responsibilities

- Working together with sales team to manage tradeshow and event projects for key client accounts in terms of client communication, estimating, and project management to ensure optimal project organization and customer service
- Responsible for facilitating a project in its entirety, preparing regular project updates, working directly with estimating, sales and operations team ensuring all project requirements are met
- Purchasing display materials and services as required for project; sourcing the best price, tracking delivery, and ensuring all costs are captured on job, and communicating order updates to sales team/client
- Managing multiple projects and tasks simultaneously, and ensuring that all projects meet profitability goals and exceed client expectations
- Adhering to Displayco's policies and procedures, process all required paperwork and maintain records for reporting and project tracking
- Close projects once complete and review project details to ensure all the costs are captured and prepare project for final invoicing
- Ad hoc projects as required

### Job Requirements

- Attention to details in all areas of work
- Exceptional organizational skills, with good judgment and decision-making skills
- Effective communication skills and the ability to listen actively and ask questions to clarify a project's goals, requirements, and deadlines
- Conviction to improve personally and support continuous improvement in the department and company as a whole
- Project based work requiring occasional work on-site and outside of regular work hours (weekends / afterhours), plus availability to travel
- Ability to work in a fast-paced environment

### Qualifications

- Minimum 5 years' experience in the event / tradeshow industry required
- Project management experience required
- Understanding of the fabrication process and experience in CAD software (AutoCAD / SketchUp) is an asset
- Proficiency in Microsoft Office, with aptitude to learn new software and systems
- Honest and forthright person with strong written and oral communication skills
- Work well with deadlines and ability to adapt to changing situations in a calm and professional manner

### Job Type

- Permanent, full-time position
- Competitive salary and benefits package
- Location – Calgary

Please submit resume with cover letter by e-mail to [info@displayco.ca](mailto:info@displayco.ca), attention: Human Resources. We would like to thank all applicants for their interest, however only those candidates selected for an interview will be contacted.