

Job Role: People & Payroll Coordinator

Reports to: Corporate Controller

Location: Corporate Office - Calgary, AB

The Company

Join Displayco, a leading international trade show and environment solutions company that connects businesses and professionals across the globe through world-class exhibitions and events. With a commitment to customer service, innovation and excellence, we bring industry leaders together to share insights, discover new technologies, and foster strategic partnerships.

The Position

We're looking for a detail-oriented and people-savvy People & Payroll Coordinator to support both the numbers and the humans behind them. Based in Calgary, this role also supports our Houston team and helps ensure consistent HR practices across both locations. You'll manage payroll, assist with core HR functions, and help keep our internal systems and people running smoothly.

Job Responsibilities

- Process bi-weekly/semi-monthly Canadian and U.S. payrolls, including timesheet review, adjustments, and deductions
- Maintain payroll records and vacation/sick time tracking for both offices
- Support full-cycle HR functions for both Calgary and Houston locations, including recruitment, interviewing, performance management, onboarding/offboarding, contract prep, and employee file maintenance
- Coordinate group benefits (Canada and U.S.) and liaise with providers for enrolments, changes, and claims
- Assist with compliance reporting, ROEs, and year-end summaries (T4s, W-2s etc.)
- Assist with WCB claims for Alberta and Texas, including incident reporting, annual filings, and claim follow-up to ensure compliance and timely resolution.
- Respond to employee questions about pay, policies, or benefits with clarity and confidentiality
- Help develop and maintain consistent HR policies and documentation across locations
- Contribute to employee engagement initiatives like onboarding programs, wellness activities, or milestone recognition
- Stay current on all applicable labour, employment, and payroll legislation for Alberta and Texas, ensuring company policies and payroll practices remain compliant.

Qualifications

- 2–4 years payroll/HR experience; PCP designation (or U.S. equivalent) an asset
- BComm, BBA, or related diploma/degree in payroll, accounting, or HR
- Experience with Canadian payroll and familiarity with U.S. payroll basics preferred
- Working knowledge of provincial and federal employment standards (Alberta, Texas preferred)
- Experience using payroll and ERP systems (E.g. NetSuite)
- Comfortable with Microsoft Excel, SharePoint, and general HR administration
- Strong organizational skills and attention to detail
- Ability to work discreetly with confidential information
- Friendly, collaborative approach to working with cross-border teams

Job Type

- Permanent, full-time position
- Competitive salary and benefits package
- \$60,000 – \$75,000 CAD per year, depending on experience, systems proficiency, and HR scope.
- On-site at our Calgary Corporate Head Office



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Why Join Us?

- Work in a dynamic and global business environment.
- Opportunities for professional development and growth.
- Be part of a collaborative and supportive team that values innovation and excellence.

To Apply:

Interested candidates are invited to submit their resume and a brief cover letter outlining their qualifications and interest in the position to info@displayco.ca, attention: Human Resources – People & Payroll Coordinator. We would like to thank all applicants for their interest, however only those candidates selected for an interview will be contacted.

Displayco is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.