Job Role: Project Coordinator

Location: Houston, Texas
Date Posted: November 1, 2026

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 are accepting applications for an enthusiastic Project Coordinator to join our Houston team. We are looking for a strategic thinker who prides themselves on 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

- Partner with the Sales team to coordinate trade show and event projects, ensuring timely communication and exceptional customer service throughout the project lifecycle
- Assist with project estimating by collaborating with internal departments to ensure project requirements are clearly understood and accurately communicated
- Coordinate project delivery by preparing regular project updates and maintaining communication between the PM, Sales, Operations, and Production teams to ensure deadlines and deliverables are met
- Source display materials, products, and services while obtaining competitive pricing and ensuring purchases align with project budgets
- Track purchase orders, monitor deliveries, communicate order status to internal teams and clients, and ensure all project costs are accurately captured
- Coordinate purchasing, transportation, freight, installation schedules, dismantle requirements, and logistics activities while working with third-party suppliers and service providers
- Manage multiple active projects simultaneously, balancing competing priorities while maintaining organization, accuracy, and responsiveness
- Monitor project profitability, track costs and identify potential issues before they impact project success
- Maintain project files, documentation, reports, and records in accordance with company procedures
- Complete project close-out by reviewing all details, verifying expenses, and preparing projects for final invoicing
- Support continuous improvement initiatives by identifying opportunities for process improvement and contributing to team success
- Provide support on additional projects and assignments as required

Qualifications

- 1-4 years of project management or project coordination experience.
- Experience within the trade show, events, exhibit, or fabrication industries is considered an asset.
- Proficiency with Microsoft Office applications and the ability to quickly learn new software and systems
- Exceptional organization skills and the ability to manage multiple priorities and deadlines simultaneously
- Strong attention to detail and a commitment to producing accurate work
- Excellent written and verbal communication skills
- Sound judgment, strong decision-making abilities, and a proactive approach to problem-solving
- Ability to remain calm and professional in a fast-paced environment where priorities may change with little notice
- Commitment to continuous improvement and professional development in support of organizational goals
- Honesty, integrity, and professionalism in all interactions with clients, suppliers, and coworkers
- Available for occasional project-based work on-site and outside of regular work hours (weekends / after hours)

Job Type

- Permanent, full-time position
- Industry competitive salary and benefits package - base salary is dependent on skills, experience, qualifications
- Primarily office-based with regular collaboration across departments
- Occasional site visits or job site travel
- Fast-paced, deadline-driven environment with lots of variety

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 HR@displayco.ca, **attention: Human Resources – Project 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.