

Global Convention Services Ltd. is seeking a client-focused self-starter to join our team as an Operations Supervisor in Edmonton, Alberta.

The Company

Global Convention Services has evolved into one of Canada's largest full-service trade show and special event contractors since its founding over thirty years ago.

Proudly offering the highest quality service to our clients for the best value. Global provides a full range of event services including account management, advanced warehousing, custom signage, electrical distribution, event setup, floor plan production, material handling, exhibitor services, and more.

Our events consist of regional, national, and international trade shows, sporting events, and conferences.

Every event is different, which means every day brings new and exciting tasks and challenges.

About the Role

The Tradeshow Operations Supervisor, Edmonton plays a hands-on leadership role by guiding the Event Services Crew Members onsite during event setup, execution, and dismantling. This position involves assisting with pre-event planning and inventory management, as well as the operation and maintenance of company vehicles and equipment. The position reports to the Account and Operations Manager, Edmonton.

The Ideal Candidate

The ideal candidate thrives in a dynamic environment and is committed to delivering exceptional service and operational excellence. They are proactive and detail-oriented with a passion for the events industry. Additionally, the ideal candidate will possess leadership qualities and the ability to foster a culture of teamwork and collaboration.

Responsibilities

Lead Event Services Crew

- Supervise and lead the crew during event setup, execution, and dismantling.
- Foster a positive work environment and encourage teamwork and collaboration.
- Assist in training and development of Event Services Crew members to ensure high performance and adherence to safety standards.
- Ensure all event installations are completed efficiently and to the highest quality standards.

Operational Planning & Execution

- Assist Account and Operations Manager in planning for all operational show needs, including materials, equipment, move-in and move-out schedules.



- Ensure load lists are up-to-date and complete for exceptional onsite delivery.
- Track and oversee all outbound and returning freight.
- Collaborate with clients and stakeholders to understand and meet event requirements and expectations.
- Troubleshoot and resolve issues during event setup and execution.
- Support Health & Safety initiatives for a safe work environment.

Material & Equipment Management:

- Source materials, equipment, and third-party services as needed.
- Operate company vehicles (5-ton trucks, trucks with trailers, and vans) and equipment (forklifts) for transporting and moving materials.
- Maintain a clean and orderly warehouse with properly maintained equipment including vehicles, forklifts and other event inventory.
- Load and unload materials; schedule deliveries and pick-ups.
- Maintain accurate inventory lists for effective resource allocation.
- Implement and maintain efficient warehouse organization and storage systems.

Administrative Support:

- Assist the Account and Operations Manager with documentation of materials, labor, and rental equipment for accurate invoicing and revenue capture.

Requirements

- 1 to 3 years' experience in an operational environment.
- Strong interpersonal skills for effective team leadership and client interactions.
- Proficiency in basic financial and computer skills.
- Strong organizational, planning, and communication skills.
- Detail-oriented, team player, and self-starter.
- Skilled multitasker with effective time management skills.
- Strong problem-solving and analytical skills.
- Ability to function and maintain a professional attitude under tight deadlines and long work hours.
- Valid driver's license required.
- Ability to lift and move heavy objects (up to 50 lbs).
- Ability to work flexible hours, including evenings and weekends and travel occasionally within Alberta.

Candidates with the following skills/experience will be given preference

- Knowledge of the tradeshow and events industry
- Experience reading floor plans and/or construction drawings preferred.
- Forklift experience and/or current certification
- Carpentry
- Basic Electrical knowledge
- Driving 3-tonne, 5-tonne, or larger trucks

- Installing vinyl adhesive graphics