



November 17, 2011

Position: Inventory/Project Manager

Location: Stockbridge, GA

Overview

Display America designs and produces custom exhibits for the tradeshow industry. We also create specialty designs for unique and varied environments such as corporate lobbies, museums and stage sets. Additionally we offer a wide range of portable and stand alone products to assist our customers in creating and strengthening brand loyalty.

We currently have an opportunity for the right individual to join our team in support of our various pre and post sales activities. As Inventory/Project Manager, you will be responsible for tracking the flow of client and rental properties through our warehouse, including pre and post show inspection, refurbishment and reporting. You will be hands on in developing implementing and overseeing strategic execution time lines. You will also be given the opportunity to assist in designing creative branded solutions for clients.

Desired Skills

- Excellent verbal and written communications skills
- Previous tradeshow/systems experience
- Familiarity with MS Office products
- Carpentry and/or fabrication experience is highly desirable
- CAD experience is a huge plus

Primary areas of responsibilities

- Pre and post show set up and inspection. Packing/unpacking booths
- Creation of parts lists and set up instructions (as needed)
- Fabrication and refurbishment of booth properties
- Liaison between Display America and field I & D supervision
- Warehouse cleanliness and maintenance of safety standards
- Maintain warehouse inventory integrity via VAMPS
- Provide design support on an "as needed" basis

To Apply: forward resume to mmills@displayamerica.com