

Position: Office, Order and Shipping Coordinator

Full-Time (no clock watchers please)
Central Administration
Reports to the President

Location: Toronto (Dufferin and Lawrence area) – TTC Accessible
Salary Range: Negotiable

If you answer yes to all of the following questions, we want you!!

- Do you have an entrepreneurial spirit and love working in an entrepreneurial, family, small business environment with no politics?
- Are you professional and results driven, yet lighthearted and fun?
- Do you exceed people's expectations of you on a regular basis?
- Is it in your bones to seek continual improvement?
- Do you like making a difference?
- Do you like being a part of a "real team"?

Duties:

Will be the Liaison between the salespeople, suppliers, warehouse, and clients. Creating and processing purchase orders, entering orders, distributing warehouse pick slips, coordinating shipments for delivery or pick up, and preparing documents for shipping and payments. MUST be proactive with solutions. General Office Administration and other related duties

The successful candidate will:

- Be extremely Detailed Oriented, accurate as well as efficient
- Be very Customer Service Oriented – will be working with clients, suppliers & staff
- Have above average communication skills
- Be Organized!!!
- Have an amazing personality!
- Have some background/experience with an accounting program (MYOB, Simply Accounting, ACCPAC, Quick Books, Business Vision)
- Have Practical Experience of 1-3years (would be an asset but not necessary)
- Have No problem in working long hours, if needed seasonally
- Be able to give people directions and follow up
- Thrive on crisis, able to function well under stress on a daily basis
- Be Flexible and enjoy spontaneity in a job
- Be able to Multitask
- Be able to function efficiently in a team as well as an individual
- Be interested in learning constantly and love a challenge

PLEASE, NO PHONE CALLS!!!!

Please send your resume to info@bargainsgroup.com