



**The Bargains Group Ltd**  
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Toronto, Ontario M6B 3Y1  
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Email: [info@bargainsgroup.com](mailto:info@bargainsgroup.com)

Title: General Office Administration Intern  
Classification: Internship – Hours Negotiable  
Department: Central Admin  
Reports to: Central Admin/Operations  
Location: Toronto  
Salary Range: Unpaid

The Bargains Group is an award winning, entrepreneurial, Canadian owned and operated company, which has been growing constantly for over 25 years. We like to think of ourselves as Bargain Idea Generators. Our dedicated and caring BG family provides retailers, companies, individuals, schools, organizations, associations and social services with quality merchandise and custom logoed promotional products at wholesale bargain prices. We are innovative, love making our clients happy at a bargain, and believe in being socially responsible. The Bargains Group attributes their success to a “wonderful team of employees” and prides itself on consistently exceeding customer expectations and providing a high level of customer service.

We are currently accepting applications for the position of a General Office Administration intern.

As the General Office Administration Intern, you will:

- ✓ Create files and maintain our filing system
- ✓ Match invoices
- ✓ Make spreadsheets using Excel
- ✓ Photocopy and fax documents
- ✓ Research and enter data into spreadsheets
- ✓ Do a lot more depending on your interests and capabilities

Who you are:

- ✓ You have exceptional organizational skills and attention to detail
- ✓ You have experience with Excel
- ✓ You are successful working independently or as part of a team
- ✓ Experience with Infusionsoft CRM would be a definite asset
- ✓ Experience using Business Vision would be an asset

All interested candidates should email their resume and cover letter to [info@bargainsgroup.com](mailto:info@bargainsgroup.com). Bargains group welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. While we thank all candidates for their interest, only those individuals selected for an interview will be contacted.