



**The Bargains Group Ltd**  
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Title: Office & Order Entry Administrator  
Classification: Full-Time  
Department: Central Administration  
Reports to: President  
Location: Toronto  
Salary Range: Negotiable

The Bargains Group is an award winning, entrepreneurial, Canadian owned and operated company, which has been growing constantly for 30 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.

Learn more about the Bargains Group at: [www.bargainsgroup.com](http://www.bargainsgroup.com)

**We are currently seeking an Office & Order Entry Administrator to join our BG family on a 12-month renewable contract.**

Reporting to the President, Office & Order Entry Administrator will be responsible for the order entry and shipping process while providing necessary support to sales team and warehouse staff. We are looking for someone who understands the unique challenges of office administration and has a keen eye for detail and is quick and accurate.

We would love to hear from anyone who has done this sort of role before and is thinking of returning to work following a career break. We're happy to talk about what support you might need, or what we are able to offer to help you return to this type of role. If you think that The Bargains Group sounds as great as it is, we encourage you to take a shot and apply.

### **Duties and responsibilities**

- Enter purchase orders with complete accuracy
- Manage the order process, including order entry, calculating shipping costs and time management, and quality control
- Liaise between sales department and warehouse staff regarding out and inbound orders
- Write credit card authorization forms and contacting vendors with all necessary information
- Research shipping quotes from various freight companies and couriers
- Contact vendors for freight-in charges
- Provide superior customer service, including, but not limited to, assisting with order pick-ups, shipment tracking, invoice requests, card authorizations, and contacting customers with order information
- General filing of invoices with matching purchase orders
- Generate weekly sales reports for sales team and management
- Complete daily summaries of inventory shipped
- Run financial reports as required
- General office duties as required
- Supporting with re-ordering stock from partner suppliers
- Responsible for replenishing stock items

**Skills & Expertise:**

- Post-secondary education preferred or one to three (1 -3) years' experience and proven success in an administrative position
- Experience with Business Vision preferred, or MYOB, ACCPAC, or QuickBooks
- Experience with shipping software applications an asset but not mandatory (user friendly systems)
- Fantastic administrative and organizational skills with an exceptional attention to detail
- Highly personable with exceptional customer service skills
- Strong communication skills including verbal and written
- Proficient with Windows based PCs, and experience with MS Office suite
- Success working in a team environment.

We love what we do here at The Bargains Group. We act as a family and support the growth and development of all our team members.

All interested candidates should email their resume and cover letter to [info@bargainsgroup.com](mailto:info@bargainsgroup.com). The Bargains Group welcomes and encourages applications from people with disabilities. The Bargains Group is an equal opportunity employer and all qualified candidates will receive consideration without regard to their race, religion, sexual orientation or persons with disabilities. While we thank you all candidates for their interest, only those individuals selected for an interview will be contacted.