



# Office Admin & Shipping Coordinator Opportunity

This is a fantastic opportunity for a results-driven, hands on organized individual to join our team as an Office Admin & Shipping Coordinator. Working together with an awesome team who make huge impact in our community; You love “getting it done”, have a “can do” attitude and thrive in a chaotic entrepreneurial environment.

Reporting to the President and owner, you will be responsible for ensuring that all our important shipments get where they need to be, on-time and in a cost-effective manner. When challenges arise, you effectively communicate with the team to find a solution, while keeping everyone informed.

You will also be responsible for monitoring inventory, creating purchase orders to replenish stock and coordinating with suppliers to ensure products are received in time to meet tight shipping deadlines. You will shop the market to determine best shipping rates. As well, you will arrange shipments and book receiving appointments required for incoming product.

You will establish a collaborative relationship with the warehouse and shipping team to ensure that required stock levels are maintained, orders are packed accurately, packing slips are distributed and shipping labels are applied as required. You will run reports for the team and perform other general office and administrative tasks as requested.

You will have a lot of freedom in your job but a lot of responsibility too.

The six non – negotiables of this role are:

890 Caledonia Road  
North York, ON  
M6B 3Y1  
1-877-868-5655

[www.bargainsgroup.com](http://www.bargainsgroup.com)  
[www.kitsforacause.com](http://www.kitsforacause.com)



1. **Attention to detail with exceptional administrative and organizational skills.** We cannot afford to make errors or drop balls, so we do it right the first time by diligently following clearly defined systems.
2. **Being a self-starter.** While you will of course be trained, common sense and great intuitive decision-making skills are critical. Often, it will be your job to determine what needs to happen and must remain accountable for everything you do. The ability to organize, plan and structure your workload in an autonomous fashion will be absolutely key to your success in this role.
3. **Being admin & tech savvy.** You don't need to be a technical expert but you must be able to quickly learn how to use our systems, tools and technologies. While we don't expect you to know all of the tools we use, we do expect you to be comfortable with and able to pick up the concepts. Your daily tools of the trade will be accounting systems, project management tools, shipping systems etc.
4. **Personable.** You must be highly personable, customer-service focused and possess both exceptional written and verbal communication skills.
5. **Being Teachable and Coachable.** While we encourage our team to bring forward suggestions for improvement, you are **not** here to create new systems. We have developed proven systems that work over a long period of time. You are really great at following systems and taking direction. There will be a LOT of learning on the job. There

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is no place here for know-it-alls. ***We hire based primarily on attitude***

**6. Passion for giving back** to the community, as this is at our core.

If this resonates with you and you are a motivated, hardworking, intuitive individual with a desire to be part of a great team in an established, award-winning and growing company, we want to hear from you. To be considered for this opportunity please forward your resume to [info@bargainsgroup.com](mailto:info@bargainsgroup.com)

The Bargains Group is an equal opportunity employer and celebrates diversity while maintaining an inclusive environment for all staff. We thank all candidates for their interest, only those individuals selected for an interview will be contacted.

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