

General Office Administration Intern

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 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. 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
- Make spreadsheets using Excel
- Photocopy and fax documents
- Match invoices
- Research and enter data into spreadsheets
- Greet and direct visitors
- Answer and direct incoming phone calls (minimal with automated system)
- 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. 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.