



We are currently seeking an Accounts Payable Coordinator/Office Administrator to join our growing team! This position is meant for someone who is a team player, solution-focused and loves being proactive to get the job done. This role will personally help the team grow by completing your duties in a timely manner, by assisting the team in meeting their goals and deadlines. If you are self-motivated, a multi-tasker, and want to be part of a team that helps charities and non-for-profits; this job is for you!

Key Responsibilities:

- Manage payments for product and services.
- Prepare payments by verifying documentation.
- Performing monthly audits as needed by vendor.
- Maintain good age of payables with on time payments.
- Preparing basic purchase orders for multiple vendors; supporting the promotional products division and wholesale goods division (ordering via email or online).
- Updating order management system with up-to-date information and details.
- Schedule and maintain inbound shipment listings.
- Assist with other administrative duties.

Job Requirements:

- Accounts Payable experience
- Data entry experience
- Proficient in Microsoft Office (Excel, Word, Outlook)
- Excellent interpersonal skills – Strong and clear communication skills are paramount.
- Strong attention to detail
- Ability to manage expected timelines and deadlines.
- Ability to learn and apply new concepts quickly.
- Experience and comfort with using technology is a necessity.
- Experience with Sage Business Vision, an asset
- Experience with Trello, an asset
- Must be able to multi-task in an intense environment.

All interested candidates should email their resume to info@bargainsgroup.com. While we thank you all candidates for their interest, only those individuals selected for an interview will be contacted.

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