



The Bargains Group & Kits for a Cause is seeking a **Shipping & Logistics Coordinator** to join our growing team! This position is meant for someone who is a team player, thrives in a fast-paced work environment, is solution-focused and is proactive to get the job done. The Shipping & Logistics Coordinator directly contributes to the team's success in building positive impact.

*Some parallel experience of roles who would be a good fit are, former medical receptionist, office coordinator, shipper, or logistics coordinator.*

**Key Responsibilities:**

- Ensuring that all shipments arrive in a timely and cost-effective manner.
- Arranging shipments by coordinating with suppliers and/or client.
- Communication with sales team regarding order status.
- Creation of weekly administrative sales and inventory reports.
- Create and provide all necessary documentation for shipments.
- Updating order management system (Trello) according to status.
- Warehouse and office logistics tasks and projects.

**Job Requirements:**

- Experience using the following applications/programs:
  - Office365(includingExcel,Outlook,etc.)
  - AdobeAcrobat
  - SageBusinessVision,anasset
  - Trello,anasset
- Strong communication: both written and verbal.
- Attention to detail.
- Ability to manage competing priorities and deadlines.
- Ability to perform in a fast-paced work environment.

**Our core values are:**

***We consciously care (We give a sh\*t). We are community builders.***

***We make a positive impact.***

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

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)

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Please answer the following questions:

- What cause or charity are you passionate about?
- What do you enjoy doing in your free time?
- What motivates you?
- What do you value most in a workplace?
- What are your salary expectations?

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