

Full Time Production/Order Coordinator Admin Position

Fast growing distributor of promotional marketing products and apparel company in Markham is seeking a Production/Order Coordinator Admin personnel in a fast pace working environment. Able to start immediately.

Position Overview

- Responsible for entering and managing orders to meet completion dates
- Issuing POs to suppliers and ensure all pricing is correct within 24-48 hours with vendors
- Regular follow ups with clients and vendors
- Follow up and update back orders on sales order
- Order and track samples, obtain RA's/RMA as required
- Direct communication with the shipping department on receiving products and counting of products order
- Work closely with the salesperson; work closely with customer service/production to process the confirmed sales quotation
- Create production schedule for decorators and vendors, close communications and update as needed

Qualifications and Skills

- 2-5 years experience/familiarity in the Promotional Marketing Industry (preferably in customer service or sales support)
- Demonstrates strong admin and interpersonal and collaboration skills
- Have effective communication skills (both orally and written)
- Possess good computer skills; be meticulous, attention to detail
- Ability to work under tight deadlines, good prioritization skills
- Work well within a team environment, and/or independently
- Be professional, friendly, and courteous at all times
- Be self-motivated, willing to learn, result-oriented
- Possess a "go-getter" attitude and enjoy working in a fast paced, dynamic industry
- Reliable

Software Programs

- Knowledge and basic experience in Excel, Word, Outlook, Adobe and ProfitMarker/CRM software

Location/Schedule/Remuneration

Markham, Ontario

8:30am – 5pm Monday thru Friday

Salary to be determined

Submit Resumes to: accounting@hardwearpromo.com

