

Fashion Biz Canada – GTA Showroom Coordinator, Marketing and Sales Team Support

Fashion Biz Canada is currently seeking a Permanent, Full Time GTA Showroom Coordinator for our office at 15 Sims Cr, Unit 2, Richmond Hill, On.

With a head office in Auckland, New Zealand, we are a 32 year old privately held firm with offices and distribution centers throughout New Zealand, Australia, Canada and the United States. Our website is www.bizcollection.ca. A great opportunity to join our high growth team!!

Our ideal candidate would be an energetic, highly motivated, quick learner with positive attitude. We offer excellent work environment, competitive compensation, benefits, on-going training and opportunity for advancement.

RESPONSIBILITIES:

- Receive, answer and transfer telephone calls
- Work with drop in customers, assist our BC based CSR's when needed
- Organize and maintain a clean showroom, manage samples in and out
- Mail and courier dispatch.
- Data processing and other areas of administration, as and when required.
- Any other tasks, the employer may reasonably require, not necessarily related to above listed responsibilities but related to smooth running of business.
- Will require your assistance during the year for trade shows, some travel required expenses will be covered.
- Assist the National Sales Manager with sales team support and Canadian marketing initiatives
- Facilitate and or create story boards for clients

REQUIREMENTS:

- Industry experience and asset but not required
- Proficient with Microsoft Office and Adobe (Acrobat, Illustrator, Photoshop etc.) excel proficiency and asset
- Strong problem-solving skills, ability to multi task
- Excellent time management and organizational skills.
- Team player with a positive attitude.
- Ability to work independently.
- Great verbal and written communication skills

Please submit your resume and cover letter to toml@fashionbiz.ca

Start Date: Immediate, Compensation 40 to 50k with benefits depending on experience

Work Schedule: Monday to Friday – 08.00 AM to 4:30 PM (Full time in office with some flexibility).

We thank all applicants; however only those selected for an interview will be contacted.