

## **Contract Furniture Sales Administrator**

Are you an experienced administrative professional that is looking for a meaningful opportunity with an established, family-run company? Do you TRULY enjoy a challenge, are detail-oriented, and diplomatic in all your interactions? Do you want to work for a fast growing, fast-paced, successful business? Britacan is a corporate interior design firm and furniture dealership. This year marks our 40th year in business. We are conveniently located at the 401 and Victoria Park area and we are looking for a passionate administrative professional to join our team.

### What We Offer:

- Competitive salary based on experience
- Comprehensive benefits package including Health and Dental
- 2-3 weeks' vacation, based on experience
- Summer hours from May to September (alt Friday's off)

### Minimum Requirements:

- Proven ability to organize, prioritize, problem-solve and ensure accuracy (attention to detail)
- Ability to meet deadlines
- Proven ability to demonstrate good communication skills with a positive attitude, to clients, vendors, and employees alike
- Review vendor bills for accuracy and apply them to appropriate jobs; vet costs
- Review and send invoices to clients
- Review and send PO's to vendors; track orders; review acknowledgements
- Review and monitor A/R
- Work alongside sales team to provide support
- Proficient computer skills, MS Office suite of products, specifically Excel
- Knowledge of accepted accounting and bookkeeping principles and procedures.
- Excellent organizational and interpersonal skills with the ability to multi-task and prioritize
- Knowledge of the design/contract furniture industries considered an asset
- Knowledge of QuickBooks considered an asset
- Reception requirements; answer phones, greet couriers, order and stock stationary/paper/coffee, unload dishwasher, etc
- Ability to wear multiple hats and be a team player
- Excellent interpersonal skills

Applicants can send their resumes to [khill@britacan.com](mailto:khill@britacan.com)

[www.britacan.com](http://www.britacan.com)

Job Type: Full-time

Salary: \$45,000.00 to \$55,000.00 /year