



Soft bags Coordinator

Under the supervision of the Vice President Product Development, the required person will work closely with the Soft bag team and sales representatives to coordinate all orders and samples. She/he will have to:

Task description :

- Send the necessary information to all reps/customer
- Getting the details of all the orders from the reps/customers and give the information to the Product Manager
- Margin / Cost / Price control
- Daily communication with the reps/customers on all the projects
- Inventory control with planner
- Follow-up on all orders with Product Manager
- Approve all PO's;
- Keep record of all the mistakes/problems and the solutions for future reference

Qualifications :

- DEC (College Diploma) in Commerce or equivalent work experience
- 3-5 years of work experience in a relevant field desired.
- Bilingual (Fluency in written & spoken French/English)
- Strong oral and written communication skills
- MS Office proficiency (Word, Excel)
- Sense of organization, planning and project monitoring
- Attention to detail
- Strong analytical skills
- Demonstrated ability managing multiple activities and project successfully
- Team spirit

To apply, please send your resume to this email address: emploi@holiday.ca