



## **Coordinator, Administrative Support for Product Development**

Under the supervision of the Vice President Product Development, the required person will work closely with him, the Soft bag team and sales representatives.

### **Task description :**

- Communicate daily with sales representatives and clients to meet their needs;
- Know and control the inventory;
- Complete all documents requested by clients;
- Coordinate and follow-up orders placed by sales representatives and clients and direct them to the appropriate department;
- Prepare showroom for meetings with customers;
- Perform other duties as assigned.

### **Compétences requises :**

- DEC (College Diploma) in administration or equivalent work experience
- 3-5 years of work experience in a relevant field desired or equivalent
- 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
- Strong analytical skills
- Ability to manage multiple tasks and complete projects successfully
- Team spirit

To apply, please send your resume to this email address: [emploi@holiday.ca](mailto:emploi@holiday.ca)