



### **Assistant / Coordinator soft bags division**

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

#### **Task description :**

- Assist the Vice President in the management of customer-related calls and e-mails;
- Daily communication with the representatives/customers;
- Provide necessary information as required to all representatives / customers;
- Inventory control with planner;
- Co-ordinate the details of all the orders from the representatives/customers and provide the information to the Import Manager;
- Follow-up on all orders/projects with the Import Manager;
- Approve all PO's;

#### **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
- 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)