



## **IMPORT COORDINATOR**

### **Task Description :**

Under the responsibility of the VP of the International Sourcing, the Import coordinator will :

- Act as a liaison between the sales staff, the manufacturers and our staff in China
- Monitor production orders (confirm samples, deliveries, sending and receiving of documents) ;
- Coordinate production projects in collaboration with sales staff, manufacturer's representatives and our office staff in China;
- Interact with internal and external employees (in person, by email, phone);
- Coordinate pricing and samples ;
- Perform routine follow ups with our Quality Assurance team ;
- Validate and maintain delivery scheduled from China ;
- Enter commands in the JD Edwards system
- Perform any other tasks relevant to the position.

### **Description of qualifications:**

- Commerce degree (DEC) or the equivalence;
- 2-3 years of import experience
- Advanced working knowledge of JD Edwards System, Word & Excel
- Strong organizational, planning and project tracking skills
- Detail oriented, good analytical skills
- English, French, Chinese (mandarin)

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