



SALES CLERK

TASK DESCRIPTION:

Reporting to the VP of Handbags, the sales coordinator will have the following responsibilities:

- Prepare catalogues for salesmen and shows
- Prepare samples for photography
- Ticket and stuff samples when they arrive
- Send and organise samples for Representatives
- Prepare samples for trade shows
- Handle representative requests
- Update weekly inventory listings and catalogues to send to representatives for handbags, wallets and umbrellas
- Send samples to customers and keep a log
- Keep showrooms tidy
- Send out Federal Express parcels to the Orient
- Enter orders into JDE

DESCRIPTION OF QUALIFICATIONS:

- Diploma of completed secondary education or equivalent experience
- 1 year of experience of a related domain
- Good computer skills and knowledge of Microsoft Office (Word, Excel, Access, Powerpoint)
- Bilingual English / French
- To be able to multitask and to work under pressure
- Attention to detail

To apply, please send your resume and cover letter at emploi@holiday.ca