



**Bilingual Order Administrator**

**SUMMARY**

Seeking to fill one (1) permanent full-time Bilingual *Order Administrator* position. The successful candidates will ensure superior customer satisfaction through their positive attitude as well as their administrative and organizational skills.

**KEY RELATIONSHIPS**

*INTERNAL RELATIONSHIPS*

- Reports to the Manager Booked and Approved
- The *Order Administrators* work closely with the entire Project Management Team.
- Works closely with:
  - Sales
  - Production
  - Leasing/Commission
- Interacts with:
  - Project Coordinators
  - Sales Representatives
  - Finance

**RESPONSIBILITIES**

- Order Administration/ Data Entry
- Communication with internal customers in a professional matter
- Validate accurate quoting information
- Liaisons between internal departments on a daily basis
- Accountable for accuracy of sales order data content, includes commissions
- Reporting as required, distributing to various levels of management throughout the company
- Follow up on deposit payments and lease agreements
- Miscellaneous functions, as required by the Booked and Approved Manager

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Bilingual English and French
- Able to operate independently and within a team in a fast paced environment
- Strong organizational skills
- Ability to multitask and to prioritize projects
- The ability to communicate effectively both orally and written through accepted business standards
- Strong Attention to Detail
- Flexibility and superior time management skills
- Personal Computer proficiency
- Strong mathematical aptitude
- MS Office Suite proficiency: Word, Excel, Outlook; web based systems
- Training of in-house software will be provided
- Flexible work schedule (overtime) as required

If you are interested in applying for this position, please send your resume to Human Resources.