



ORDER FULFILLMENT COORDINATOR

ABOUT US:

Smartrend Supply Ltd., established in 2004, is a leading manufacturer of customer-specific components and assemblies for transportation and general industrial applications. In 2018, First Light Safety Products was created as a subsidiary of Smartrend Supply Ltd. First Light, an innovative and progressive organization, incorporates LED technology into essential safety indicators to improve the visibility of school buses, thus increasing the safety of drivers and passengers of buses and other motor vehicles. Both organizations share a 20,000 sq ft, state of the art manufacturing facility.

SUMMARY:

SMG is looking for a highly motivated, ambitious, organized, and analytical **Order Fulfillment Coordinator** to provide support to our financial and supply chain departments. The ideal candidate will possess very strong organizational, interpersonal, and communication skills along with the ability to handle multiple tasks in a fast-paced environment.

DETAILED DUTIES & RESPONSIBILITIES:

- Receptionist duties – including answering the phone, greeting customers, and filing
- Manage and reconcile inventory, ensuring stock is accurately received and posted in Sage
- Customer order entry in Sage
- Compile, prepare, and submit assigned weekly, monthly, and ad hoc reports
- Assist with special projects, as assigned
- Investigate questionable data and finding answers for customers
- Manage various spreadsheets
- Record and distribute meeting minutes
- Perform a variety of clerical and administrative duties

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to wear multiple hats, multi-task, and manage competing priorities
- Strong analytical and problem solving skills
- Customer oriented
- Ability to work in a team or individually
- Takes initiative and results oriented
- Detail oriented with excellent communication skills, both verbal and written
- Excellent knowledge of Microsoft Office and Windows applications
- Knowledge of Sage is an asset

Share with us your talent, drive, and entrepreneurial spirit and we will provide a creative and supportive environment, where valuable contributions are rewarded and celebrated with professional growth, job satisfaction, and an attractive total compensation program. We offer a benefits package to our employees including:

- Group Insurance Plan
- Paid Vacations

We would like to thank all applicants who apply, however, only those selected for an interview will be contacted.