



Position Overview:

The Administrative Coordinator is a dynamic office contributor who is responsible for the data entry of information for multiple departments with customer service and shipping responsibilities. The Administrative Coordinator supports Finance -Accounts Payable, Materials Planning and Logistics functions.

Responsibilities and Accountabilities:

Finance

- Data entry of employee information into company intranet system and assists payroll with review of hours.
- Organize and control packing slips, invoices, and various other documents pertaining to the accounts payable function
- Ensure that prices on invoices equal prices on purchase orders and no variances have occurred. Follow up with Purchasing Manager should any variances be identified
- Posting approved invoices to subledger using accounting system (QuickBooks)
- Run weekly reports for bill payment, process cheques, and submit to Senior Management for Approval and Signature
- Prepare approved cheques for mailing, or arrange pick-up for select vendors
- Verification and processing of credit card payments – Monthly (receive management credit card expense forms and reconcile them with statements. Follow-up required if any expense forms are missing or information is incomplete
- Executes special and ongoing Finance projects and activities as assigned through the Controller
- Participates in perpetual inventory counts, as requested

Customer Service

- Work to create a strong, reliable, personal business contact with direct customers to ensure regular contact, building positive relationships and doing what it takes to meet and exceed customer expectations.
- Primary contact for assigned customers for any cancellation, expedite, quality, and engineering issue.
- Responsible for liaising with other internal departments to problem solve and source answers to communicate back to the customer.
- Process quotations; follow up with internal departments regarding quote status, and submission of quotes to the customer in a timely manner within specified deadlines using the customer's computer system
- Accurately manages the order inputting process into the company intranet, as it relates to price, terms of sale, product, quantity, ship to-sold to, due date, and special customer instructions etc. for all orders.
- Conduct a weekly review and analysis of customer's netted schedules.



Shipping

- Completes and reviews all necessary shipping documents for shipments within Canada, US, Mexico and overseas including but not limited to Bills of Lading, B13's, Foreign Receivers Report, Packing Slips, and Commercial Invoices.
- Contacts logistics companies to arrange for outbound shipping of goods.
- Coordinates the return of goods from the customer back to company.
- Organizes shipments with local carriers including UPS, and Purolator.

Administration

- Answers 3-line telephone. Company expert on Avaya Phone System. Labels and programs employees' phones, voicemails etc.
- Greets customers and visitors on site and follows guest sign in procedures.
- Maintains an acceptable level of performance by following established policies and procedures, and participating in continuous improvement efforts by supporting and implementing new ideas.
- Sets a positive example by maintaining a respective attitude, cooperating with co-workers, management, and internal and external customers.
- Be a productive team member and help to meet established departmental and Company goals.
- Wears appropriate personal protective equipment at all times when required
- Report any personal workplace injuries to direct supervisor immediately.
- Report safety issues to direct supervisor or HR Manager as soon as possible.
- Report to work for your regularly scheduled shifts on time and ready to work.
- Follow all company policies and health and safety procedures.
- Effectively gives and receives feedback and willingly asks questions and seeks direction when needed.
- Willingly accepts responsibility of sharing skills and knowledge with other employees.
- Perform all other duties as may be assigned from time to time.

Qualifications:

- Must meet the requirements of the Canadian Controlled Goods Security Assessment Application as per Section 15 of the Controlled Goods Regulations, SOR/2001-32.
- Business Administrator Diploma preferred.
- Minimum of 2 years' experience working in office environment.
- Demonstrated computer proficiency, including Microsoft Office (Excel) required
- Demonstrated ability to work in and be challenged by a team-based environment, which places high degree of emphasis on accountability for customer service levels, inventory management, cost reduction, health and safety, environmental, quality and trade compliance.



Successful applicants must meet all requirements under the Canada Controlled Goods Regulations (CGR) and must be approved as mandated by Public Works & Government Services Canada and applicable contractual obligations.

Interested applicants should forward their resume to hr@adjindustries.com.

Accommodation is available in all aspects of the recruitment process. If accommodation is required applicants should make this known in advance.

We thank all who apply however only those selected for an interview will be contacted

For more information please visit our website at www.adjindustries.com