

Permanent Part Time Administrator
opportunity at
Throat Threads Apparel
www.throatthreads.com

About Throat Threads – Burlington, Ontario

Throat Threads Apparel is a leading distributor of famous brands – apparel, footwear and accessories. We combine the right human values, technology and resources to continually perform at the top of our game to deliver the best results to the retail community. We're proud to be a Profit 100 Company five times over.

By exploring, engaging and continuously investing in the foundation of our business, Throat Threads Apparel seeks to deploy the best North American strategy in the apparel and fashion-related industries. Throat Threads will continually strive and deliver the retail community the most exciting products to exceed our customer's expectations.

Join our team - be a part of our success!

Responsibilities:

- Creating and updating purchase orders (data entry)
- Order entry (data entry)
- Maintain the Custom Made to Measure (CMM) tracking file
- Receive production into Sage while checking cost accuracy
- Communicate with vendor partner and internal sales team
- Administrative back-up for Product Managers and Customer Service Team
- Miscellaneous functions to support the overall department
- Customer Service & Reception Coverage as applicable
- Showroom Set-up
- Complete timesheet by division weekly

Requirements:

- Post-secondary education (ideally in a business field)
- Excellent organizational and problem solving skills.
- Ability to multi-task, while using good judgment in prioritizing responsibilities to meet deadlines
- Keen attention to detail
- Proficient PC skills including Microsoft Office (primarily Excel, Word and Outlook)
- Ability to work independently and with initiative
- Comfortable learning new system applications

This position is a permanent part time role (estimated 15 – 30 hours per week) – the ideal candidate will have the ability to work a flexible work schedule based on the needs of the business.

If this describes you, send resume to:

careers@throatthreads.com