

**EDI/Administrative Associate**  
opportunity at  
**Throat Threads Apparel**  
[www.throatthreads.com](http://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:**

- Process EDI (Electronic Data Interchange) orders and subsequent ASNs (Advance Shipping Notices) and Invoices in compliance with customer requirements
- Communicate order details and status to applicable Product Manager via intranet and/or email
- Assist with allocating and waving orders released to WMS (Warehouse Management System)
- Working in multiple integrated systems including ERP (Enterprise Resource Planning), EDI and WMS
- Book delivery appointments and carrier pickups as applicable
- Communicate order compliance requirements to warehouse supervisor/staff
- EDI configuration and troubleshooting
- WMS configuration and troubleshooting
- Workload prioritization

**Secondary Responsibilities:**

- Assist with prioritizing, allocating and waving non-EDI orders
- Preparing for and validation of inbound receiving
- General order fulfilment and receiving tasks
- Back-up for other EDI Associate

**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
- Knowledge of ERP, EDI and WMS is an asset.
- Ability to read and interpret documents such as customer requirements manuals
- Supervisory experience is an asset

If this describes you, send resume to:

careers@throatthreads.com