



Company: Under the Roof Decorating
Location: Calgary
Industry/Job Category: Admin
Job Type: Part Time This is a Permanent Part-time position 20 hrs / week
Position: Permanent Part-time Office Assistant
Educational Level: High School Diploma required.
Salary Range: \$14/hr

Job Category: Permanent Part-time Office Assistant

Business Overview

Under The Roof Decorating (UTR) is a young, vibrant company devoted to bringing new and highly innovative home products to market. Building on the great success of our first, award-winning product, Hang & Level™ the Picture Hanging Tool, we continue to expand into a whole line of home decorating products and accessories. Our hard work and entrepreneurial “never give up” approach to business has earned national distribution for our products in over 5,000 stores across Canada and the USA.

More than ever we need passionate, professional and motivated sales people to help take our company to the next level of growth. As a successful candidate you will join a highly seasoned and effective team devoted to achieving excellence in everything we do. You will have the opportunity to work closely with some of the largest and most exciting retailers in North America and your accomplishments will have a direct impact on the growth of the whole company.

To learn more about our company and our products, please visit us online at utrdecorating.com!

The Position:

Permanent Part-time Office Assistant

The Responsibilities:

- Order Management
- Processing orders
- Order Confirmations
- Order tracking
- ASN's (Advance shipping notice)
- Assist with general office duties: courier shipment, office equipment & supplies management, keeping storage room organized, office inventory control, filing, phone and front office reception
- Process web sale orders
- Help with coordinating trade shows
- Faxing order confirmations
- Assist with travel bookings and other arrangements
- Send collateral, tools or other collateral to the media when requested

- Assist team members with various administrative tasks as needed
- Gather all HS codes for all UTR Products (current and future)
- Develop filing system for all articles published about UTR and its wall décor products
- Keep Media binders up to date with latest published articles. \
- Other Duties as assigned

The Qualifications:

- General office understanding
- Intermediate computer skills, word and excel
- Strong verbal and written communication skills
- Well Organized
- Professional attitude
- Ability to Multi-task

Do you want to join a young, dynamic & rapidly growing company? If you are creative, passionate and enjoy working in a fast paced team environment, please apply now!