

Order Administrator – Job Share

Holland Landing, ON

About Us

Inscape has supported the evolution of the workspace since 1888. A versatile portfolio of systems, storage, walls and seating products addresses the diverse needs of today's office with solutions that stand the test of time – built to last and inherently flexible. Dedicated to delivering innovative solutions with care and expertise, Inscape is here to help you make life at work better.

About the Role

The Order Administrator enters purchase orders received via e-fax or email. The Order Administrator must work towards the full and complete processing of purchase orders, investigating and resolving in coordination with applicable departments any conflicting or missing information.

This is a job share opportunity with the requirement to work 18.75 hours per week.

Primary Tasks & Responsibilities

- Review and Register purchase orders upon receipt of these documents, reply via e-mail to acknowledge receipt of PO and advise of any issues.
- Interact with SRT to verify missing information and acquire necessary details from the client in order to ensure processing.
- Verify, edit and enter all details of the purchase order request into the system.
- Provide administrative support to SRT by working closely with them on issues and assisting with purchase order changes where required.
- Detailed understanding of Data Broker and Friedman systems to enter and process orders.
- Create and maintain project files for applicable end users.
- Assist in identifying price discrepancies.
- Process costing requests through EDU producing timely and accurate price requests for potential orders.
- Enter credits for client services and finance.
- Assist in organizing confirmations.
- Process rush key orders for order fulfillment.
- Interact with IT and Engineering in terms of Data Broker or Friedman system requirements and the processing of specials.

Knowledge, Skills, Abilities & Education

- Completion of College Diploma in Business Administration or related discipline.
- Keen understanding of all areas and departmental requirements, including Friedman input, quotation input, Data Broker & Tabula.
- Detail focused, well organized and able to multi-task.

- Sound knowledge of MS Office Suite of products.
- Understanding of Inscape product lines.
- Ability to work at a fast pace under time pressures.
- Ability to work both independently or collaboratively as required.

If you have the qualifications for the above position and are interested in joining a team oriented progressive company with excellent benefits, please submit your resume for consideration to careers@inscapesolutions.com.

We thank all applicants for their interest, but advise that only those selected for an interview will be contacted.

**Inscape values employment equity and is an equal opportunity employer.
Inscape will provide reasonable accommodation to applicants with disabilities.**