

## **Order Administrator**

*Holland Landing*

### **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 position 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.

### **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 the Sales Resource Team 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 client services teams 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 post-secondary education.
- 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.
- 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](mailto: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.**