



Part Time Permanent Office Clerk / Market Coordinator

Aroma Crystal Therapy Ltd.

Hours of Work: 40 hours bi-weekly

Rate of Pay: \$15-\$18 per hour

Summary

The qualified candidate is responsible for providing customer service and sales as well as assisting the management in administrative/clerical operations of the Aroma Crystal Therapy Ltd's office. Includes organizing and coordinating staff for markets and shows across Canada. This position is located on Salt Spring Island. May include weekend travel to tradeshow

Qualifications

- Minimum 5 years experience in sales and customer services with attention to detail.
- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Strong working knowledge of inventory, and accounts receivable and payable.
- Spreadsheet and analytical skills are essential, word processing skills also required.
- Knowledge of office operations, administrative processes and systems.
- Strong initiative and sound judgment skills. As well as punctual and reliable, trustworthy and a team player.
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel) and POS (Square) software, and email systems (gmail).
- Demonstrated knowledge of business English (grammar and spelling) and proper formats and styles for business correspondence.
- Ability to organize, coordinate and prioritize work of self and others.
- Ability to work with minimum direction under pressure, coordinate a variety of responsibilities under time constraints while maintaining a high level of attention to detail and prioritizing appropriately to meet deadlines.
- Ability to deal effectively with the public, phonecalls and email.
- Ability to work in a team environment as well as establish and maintain collaborative working relationships.
- Must possess a valid BC Driver's Licence

For More information please email: info@aromacrystal.com