

R O B E R T S W E E P

Administrative Assistant/Sale Associate P/T

A local downtown Calgary business is seeking an experienced retail Administrative Assistant/ Sales Associate to join the team:

The successful applicant will be expected to:

- Be responsible for purchase orders, special orders, and logistics pertaining to.
- Prepare and monitor emails, reports, invoicing, and inventory.
- Work closely with accounting and owners.
- Manage inventory including physical inventory counts.
- Assist on sales floor with clients
- Contribute to the enhancement of management reporting systems and add-on applications.
- Work with the owners in identifying and evaluating revenue growth opportunities and cost control measures.

Qualifications, skills and experience sought:

- Minimum 2 years work experience, in a related field.
- Experience in high-end retail considered an asset.
- Interest or knowledge of interior design an asset.
- Adaptable with excellent analytical and communication skills.
- Superior computer skills - MS Office Suite; comfortable with both PC and Mac platforms.
- Team player and a self-starter with the ability to meet deadlines.

Don't miss this opportunity to work with a new and exciting retail store in downtown Calgary. Position is part-time with potential growth into full time or full time for the right candidate. Please forward your resume and cover letter to Mr. Robert Sweep robert@robertsweep.com No phone calls please. We thank all applicants for their interest. Only applicants selected for an interview will be contacted.