



VidCom Communications Ltd., a company involved in selling Audio Visual, Professional Video and Broadcast Equipment, is looking to hire an [Administrative Assistant / Shipper & Receiver](#) based out of our offices in Burnaby, BC, Canada. This is a full time permanent position, requires approximately 40 hours of work a week and starts immediately. This full time position is based out of our office in Burnaby and cannot be done remotely. Candidate should be a Citizen or Permanent Resident and legally allowed to work in Canada.

#### Duties and Responsibilities:

- Answer multi-line telephone system, check voice mail and take messages.
- Greet customers, vendors and other visitors to the office.
- Maintain customer and vendor contact list.
- Prepare sales orders & purchase orders. Review vendor and manufacturer contracts.
- Liaise with vendors, confirm order acknowledgements and get ETA on deliveries.
- Manage shipping and receiving, liaise with shipping & courier companies, receive, send and track shipments.
- Capable of lifting and shelving small to medium heavy boxes.
- Maintain electronic and paper filing systems diligently.
- Process credit and debit card payments, prepare receipts. File receipts safely.
- Prepare product packing slips, rental & loan contracts/documents.
- Liaise with accounting, manage and update due dates for account receivables & payables.
- Receive cheques and prepare cheque deposit book.
- Assist in the planning & coordinating of meetings, conferences and trade shows.
- Manage/Update VidCom's Social Media Profile on Facebook, Twitter, LinkedIn etc.

#### Key Requirements:

- Honest, Punctual, Ethical and Conscientious.
- At least 3-4 years of prior experience in an administrative role.
- Client centric, provide top quality client service.
- Fluent with Microsoft Office (Word, Excel, Outlook) and good computer skills.
- Good understanding of administrative duties and best practices.
- High standard of integrity and commitment to exceptional service.
- Strong verbal and written English language skills required.
- Excellent communication and interpersonal skills.
- Capable and willing to learn new software applications and new best practices.
- Self-motivated with high performance standards.
- Strong team player with 'can-do' attitude, able to meet deadlines.
- Strong attention to detail, sense of urgency and able to multi-task.

We offer the opportunity to forge an exciting and satisfying career path which is supported by a competitive salary & benefit package.

Please email your resume to [kavita@vidcom.ca](mailto:kavita@vidcom.ca)

No telephone calls please.