

# Administrative Assistant

---

**Location:** Vancouver, BC (Delta)

**Employment Type:** Fulltime

**Start Date:** Immediate

The Kraus Group is one of the largest integrated carpet and flooring manufacturers and distributors in North America with facilities throughout Canada and the USA and is currently recruiting for an Administrative Assistant to join our team in our Vancouver, BC (Delta) Warehouse.

## Job Purpose

This position provides administrative support to the office staff and operations department including shipping and receiving. This individual will answer the phone and greet customers as they enter our facilities.

## Duties and Responsibilities

- Arrange appointments for incoming and outgoing material
- Inventory tracking, transfers and returns
- Pre-receiving incoming deliveries
- Schedule pick-ups
- All Aboard Status Report – confirming no missed orders
- Prepares Bills of Lading, Packing Lists and Load Sheets
- Ordering material
- Filling back orders
- Processing claims
- Processing COD orders
- Work with the sales team
- Advising customers when stock arrives
- Answer phones
- Greet customers
- Sorting of mail
- Filing

## Qualifications

**Analytic Skills:** Ability to think objectively and interpret meaningful themes from quantitative and qualitative data. Ability to use logic to solve problems.

**Communication:** Can present ideas clearly to others. Demonstrates strong listening, written and oral communication skills.

**Systems and Tools:** Proficiency in Microsoft Excel required. Have an aptitude to learn technical applications quickly. Experience with a strong ability to learn reporting/data warehousing tools.

Possess strong organization and time management skills. Possess a strong sense of urgency and a high level of attention to detail. Must be organized, disciplined and able to work under pressure while being flexible and able to adapt.

To Apply, please send your confidential application to [careers@krausflooring.com](mailto:careers@krausflooring.com).

Check out our website at [www.krausflooring.com](http://www.krausflooring.com)



*The Kraus Group of Companies embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation need known to Kraus. We welcome application from all qualified persons.*