



PROMOTE YOUR BRAND.
PROMOTE YOUR VALUES.

Fairware is growing and we're looking for a Production Coordinator

Fairware Promotional Product Ltd. provides high quality, socially and environmentally responsible promotional products and our team is growing. You can check us out at www.fairware.ca.

Our full-time Production Coordinator will carry out the day to day tasks involved in processing orders for Fairware's clients. The Production Coordinator works with the Sales Team to ensure orders are executed effectively and efficiently for both clients and suppliers. The Production Coordinator will work closely with the Fairware Team to ensure the highest level of customer service is achieved.

General Duties:

You're responsible for overseeing the timely and efficient processing of orders including:

- Preparing sales orders, purchase orders, coordinating artwork approvals, shipping and invoicing.
- Maintaining information in Sales Force, QuickBooks and Outlook.
- Dealing professionally with clients and suppliers to ensure order fulfilment.
- Maintaining and updating supplier and client files and general office organization.
- Participating in daily and weekly meetings.
- Assisting with special projects when needed.

Skills & Experience Required:

- You are detail oriented, self-confident, very organized, and work well in a team environment
- You work well in a fast paced, entrepreneurial environment with finite deadlines.
- You have great interpersonal skills both in person and on the phone.
- You are a master of multi-tasking.
- You are able to problem solve on the fly and handle pressure effectively.
- You also have excellent oral and written communication and a good command of the English language.
- You are comfortable working in Excel, Word and Outlook.
- Working knowledge of Quickbooks, Photoshop, Illustrator CS4 an asset.
- Knowledge and interest in social responsibility; environmental sustainability and sustainable products is an absolute asset.

How to Apply:

Please send us a one page letter outlining your relevant experience and why you want to work for Fairware. Attach it to a resume that captures your related experience and email it to jobs@fairware.ca with the words **Production Coordinator** in the subject line. Deadline for applications is April 12th, 2010. No phone calls please.

Fairware offers a competitive salary based on experience and a benefit package. Please indicate salary expectations.