



**POSITION: Full-time Office Support**

Compensation: \$17-\$19 p/h

**About Lovable Labels:**

Lovable Labels is a growing e-commerce company that designs, manufactures, markets and sells personalized labels to identify personal belongings. We sell directly to consumers worldwide through [www.lovablelabels.ca](http://www.lovablelabels.ca) and across North America via fundraisers at schools, daycares, camps and other organizations. We manufacture our labels in-house and are proud to be "Canadian Made". We believe in a continuous cycle of exciting projects that are forward thinking and innovative.

**Position Summary:**

We are looking for a competent Office Support person to help with daily administrative operations for multiple departments of the company.

The ideal candidate will be a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. This person will be comfortable working with a high degree of attention to detail and discretion as well as incorporating new and effective ways to achieve better results.

**Qualifications:**

- Ability to carry out a multitude of tasks, prioritize effectively and meet deadlines
- Strong communication skills (verbal and written)
- Ability to process suggestions, corrections, and feedback professionally
- Analytical abilities and aptitude in problem-solving
- An ability to operate personal computers, office equipment, and demonstrate proficiency in a networked environment
- An ability to learn new technologies and assimilate new information quickly
- Ability to multitask and meet deadlines in a ~~fast paced~~fast-paced environment
- Flexible, adaptability, have initiative and the ability to work and collaborate in team environment

**RESPONSIBILITIES:**

- Actively participates in the company's strategic planning sessions
- Works cooperatively with all team members and departments to support the company's goals and objectives
- Hands on production of digital printing, laminating, cutting and assist in fulfillment centre with checking, packing and collating of orders on a daily basis.
- Monitor inventory levels for materials and stocks and order supplies.
- Record and maintain equipment records.
- Create and update records and company "procedure manual" ensuring accuracy and validity of information and procedures.
- Complete assigned tasks by due dates.
- Assists with Customer Service through "chat", emails and phone.
- Assists with Programs Departments with daily office administration, data entry, filing and other administrative roles.
- Attend, participate and contribute to weekly status team meetings.
- Performs other related duties as assigned to support the operations of the company including organizing office and other office and housekeeping duties.

### **Expectations:**

- Work with management to help achieve business growth and company objectives
- Ensure the efficient day-to-day operations of the office, and support the work of management and other staff
- Develop new processes that will help with efficiency
- Provide updates on work progress, special projects, task completion and feedback to management

If you meet the above qualifications, and are interested in working for a growing company with an outstanding corporate culture and work environment, please submit your covering letter along with resume/ CV and portfolio to: [careers@lovablelabels.ca](mailto:careers@lovablelabels.ca)

While we thank all applicants for their interest, only those candidates selected for interview will be contacted.