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Order Desk and E-Commerce Coordinator

About Us

Sydney Stone is a growing and exciting company. We are a business to business supplier that imports products from around the world to be sold to local Canadian companies in the printing industry. Our goal is to build a team of experts that can support our customers in achieving their needs. A family-owned business operating for 70 years, we are a collaborative team with a great office culture. To learn more about our company, please visit www.printfinishing.com. We are located near Pearson Airport.

Job Description

Sydney Stone believes that offering our customers a suitable online platform with which to research and/or order products is of great benefit. Our current website receives multiple orders per day from across North America. The Order Desk and E-Commerce Administrator will update and manage our e-commerce platform as well as process and receive all incoming suppliers' orders (via phone, email, online).

E-commerce Administration (45%)

- Update our Magento 2 website to showcase the latest promotions and products.
- Ensure pricing across our selling channels is accurate
- E-commerce marketing strategy development and execution
- Content development
- Work with our development team to remedy any site issues
- Operate our online chat
- Measure effectiveness of campaigns

Order desk (45%)

- Receive and submit orders for supplies to the warehouse team. Orders are received by email, phone or online.
- Work with parts / supplies inventory manager to ensure orders are fulfilled

Other duties (10%)

- Working with sales representatives to onboard their clients to our e-commerce platform
- Vacation coverage for other staff as required
- General office administration as required

Education and Experience

- College Diploma or University Degree in Business, Sales & Marketing or related field
- Proven track record of website development and administration, understanding of SEO strategies and campaign development processes

Required Skills

- Strong written and verbal communication skills
- Strong attention to detail, time management and organizational skills
- Strong teamwork skills, and a sense of humour
- Interest in continued learning

This is a full time 40-hour week position based in Mississauga ON. This position does not provide an option to work remotely.

Application Instructions

Please send a short cover letter and resume, saved as a single-file PDF, to hr@printfinishing.com.