



Job Description

Creation Technologies is currently looking for a Customer Focused Team Administrator to join our Vancouver team!

DUTIES/ RESPONSIBILITIES include, but not limited to:

- Manage customer orders and forecasts.
- Enter and maintain orders in Creation's MRP system.
- Contract review for P/N, revision, quantity, delivery and price.
- Initial preparation of internal documentation reports and minutes.
- Assist in preparation of new product quotes.
- Update pricing/quote sheets with new ECN data.
- Manage profit margin variance by customer.
- Follow up on Team issues including shipments and work orders.
- Other documentation and tracking as required. **

QUALIFICATIONS:

- A post secondary education or equivalent work experience.
- Effective communication and interpersonal skills to interact effectively with all levels of the organization.
- Excellent analytical skills and attention to detail.
- Dedicated, professional, enthusiastic and willing to learn.
- Advance knowledge of Microsoft Excel and other MS Office products.
- Able to work in a rapidly changing environment under tight deadlines.
- Ability to research/troubleshoot, resolve problems, and identify opportunities.
- MRP/ERP experience an asset (Oracle).
- Previous experience in manufacturing, supply chain, customer service or sales would be an asset.

*We thank all applicants, but advise that only those selected for an interview will be contacted.

ABOUT CREATION:

The Creation Difference -- The People!

We are an Electronic Manufacturing Service (EMS) Provider. We provide high-mix, high-complexity, start-to-finish manufacturing and supply chain solutions to companies in the Industrial Controls, Instrumentation, Medical, Communications, Transportation, Military/Aerospace and Safety & Security industries.

Our culture of excellence has attracted leading talent, working together as part of multi-disciplinary, Customer-Focused Teams. Professionals from engineering, program management, supply chain management, test, quality assurance and production provide end-to-end value excellence.

If your goal is to be part of a bold, entrepreneurial and diverse team, where you are empowered to make a difference and your hard work is recognized and rewarded, then Creation Technologies is looking to invest in you. We place high value on maintaining and recruiting a core of highly skilled and positive people who thrive in a fast-paced and stimulating workplace. Come and develop your career while enjoying our fantastic culture that promotes mutual respect, integrity and teamwork.

At Creation, we know it is our people who make us a leading global Electronics Manufacturing Services provider and one of the top 50 Technology Companies in Canada.

We believe in working hard and playing hard! If this sounds like a company you want to work for than we want you to come create **your future** with us!

Job Type: Full-time