



careers office administrator

ABOUT LINACARE:

Linacare Cosmethery, an exciting and rapidly expanding Vancouver-based skincare company is **looking for a Full-Time Office Administrator to join their team.**

Linacare therapeutic creams were developed more than 20 years ago by a Harvard trained doctor and scientist for his patients. Their products have developed a “cult-like” following and now the company is poised for expansion. Linacare is a great place to work. Their team members include people like you - enthusiastic, caring, compassionate, service-oriented and full of energy. These values drive the fun and exciting culture their employees work within. To learn more, visit www.linacare.com.

JOB DESCRIPTION:

As a key member of Linacare’s team, you will learn the fundamentals of their business from the ground up. In this exciting role, you will be primarily responsible for providing administrative support to the company. In addition, this position offers exceptional growth opportunities and has the advantage of working hands-on with the many aspects of production, marketing, sales and operations.

Your duties will include, but not be limited to the following:

- Provide administrative office support, including minor accounting duties (no experience necessary)
- Work with the marketing and sales department to assist in the preparation, development and execution of marketing and promotional strategies
- Work with their CRM database
- Manage and monitor the work and progress of various consultants
- Serve as the primary contact for sales calls and customer inquiries
- Provide sales coordination support by fulfilling orders and ensuring a timely delivery
- Organize and maintain hard copy and electronic filing systems
- Manage Linacare’s Inventory System

MINIMUM QUALIFICATIONS:

- Relevant post-secondary education.
- 1-2 years experience in an administrative role
- Proven verbal and written communication skills
- Professionalism, a great attitude and a dedication to providing exceptional customer service
- Self-motivated with strong organizational skills
- Proficient in all MS Office programs
- Experience with Quickbooks and CRM databases is an asset

APPLY TODAY!

If you believe you are the perfect candidate for this job, please submit a resume and cover letter to Aubrey Smethurst (asmethurst@linacare.com) via email. **Start date will be immediate.**

We thank all that have applied. Only those applicants selected for an interview will be contacted. No phone calls, please.