



AyA Kitchens and Baths is a manufacturer of high quality, frameless cabinetry. By combining old world craftsmanship and attention to detail with high tech manufacturing processes we are able to offer innovative, quality cabinetry at competitive, manufacturer direct prices. AyA's in house design professional's work with clients ranging from individual home owners to multi-national builders to create cabinetry solutions tailored to specific tastes and needs.

We are seeking a Sales Administrative Assistant to provide support to the VP of Sales.

The ideal candidate will have demonstrated experience in a fast paced environment, an ability to work independently with strong time management skills and able to prioritize several assignments simultaneously while maintaining a degree of professionalism and confidentiality.

Main Responsibilities:

- Provide administrative support for VP of Sales while maintaining high level of confidentiality;
- Manage daily calendars, emails, appointments and travel arrangements;
- Liaison between company executives and various individuals both internally and externally, at all levels of the organization;
- Prepare weekly sales forecasting reports
- Prepare material for presentations;
- Manage expense reports;
- Attend and document meeting minutes as required;
- Respond to general inquiries and forwarding inquiries to various people/departments
- Undertake administrative projects as assigned by VP of sales; and,
- Other administrative duties as assigned.

Education & Experience

- Post secondary degree in Business, Communication, Marketing or Design
- 2-3 years' experience working in an administrative role.
- Excellent communication skills (oral, written and listening);
- Must be able to handle confidential and sensitive information with diplomacy;
- Self-motivated, independent thinker who is able to work independently as well in team environment;
- Able to perform well under pressure and meet deadlines
- Flexible and adaptive in response to rapidly changing environment
- Excellent interpersonal skills
- Excellent MS Office skills

Work Schedule: Monday to Friday 8:30am – 5:00pm working in our Mississauga Head Office.

Company offers comprehensive benefit package including health, dental, vision, onsite gym and subsidized cafeteria

Please email resume to hr@ayakitchens.com

We thank all candidates for their interest; however, only selected candidates will be contacted.