



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 hiring Scheduling Service Coordinator to work in the Mississauga Head Office. The Scheduling Service Coordinator is responsible for batching orders as well as being the point of contact for shipping schedules production and our customers.

Responsibilities include:

- Scheduling deliveries and pick ups
- Prepare daily production schedule for plant
- Enter and batch new orders and service onto in-house ordering system
- Follow up on operations enquiry account or back orders
- Follow up on Repair parts
- Prepare customs documents for shipping
- General office duties
- Main contact/customer service support for associates

Experience/Skills

- High School Diploma
- 3+ Years customer service or administration experience
- Experience working in cabinetry or similar industry an asset
- Experience completing/handling Customs paperwork
- Excellent oral and written communication
- Working knowledge of MS Office
- Ability to multitask and meet deadlines
- Must be detail oriented

Work Schedule: Monday to Friday

AyA offers a comprehensive benefit package including health, dental, vision, Employee Assistance Program, Pension Plan, paid floater and sick days, onsite parking, gym and subsidized cafeteria

Please submit resume to [hr@ayakitchens.com](mailto:hr@ayakitchens.com)