

## **Client Relations & Administration**

We're looking for an energetic and dedicated individual to join our team!

Print Studio One and Three-Six North Marketing partners with clients to build their brands across physical and digital platforms, connecting people to products and services that enrich their lives.

This is a key position, responsible for communicating with our clients, entering order details for production, pricing and invoicing orders when complete.

### **Who You Are:**

- Enjoy working in a team environment.
- Positive attitude and genuine desire to listen, understand and serve our customers.
- Strong communication skills (written and oral).
- Attention to detail, creative problem solving, quick learner, ability to multitask, highly organized.
- Strong computer skills with a desire to learn new software.
- Understanding of print and sign-making process considered an asset.
- Previous bookkeeping or accounting experience considered an asset.

### **Responsibilities:**

- Create a positive first impression with our clients by responding to inquiries and maintaining great relationships, both on the phone and in our office.
- Gather information and clearly communicate details to and from our clients, working with our team to come up with creative solutions.
- Price and invoice projects using our estimating and accounting software. Previous experience with Sage 50 or QuickBooks considered an asset.
- Receive payments and process Accounts Receivable.

We have a relaxed and positive atmosphere, a bright and open office environment, continually invest in training opportunities and technology, and provide complete healthcare & benefits package including weekly lunch options and snacks.

Please email your resume and cover letter stating why you would be the best candidate to join our team:

Matt Penner ([Matt@PSOne.ca](mailto:Matt@PSOne.ca)) by March 20, 2023.