



ADMINISTRATIVE & SALES ASSISTANT

Do you thrive in a constantly changing environment? Want to learn more about running a small business? Have strong written and verbal communications skills? Do you like to have a lot of competing priorities on your plate? Are you super organized, positive, hard-working and enthusiastic? Are you adaptable and work well in an environment of uncertainty, risk-taking, change, and being comfortable stepping outside of your comfort zone? Can you take constructive feedback and not be precious about your work? Want to make an immediate impact and be involved in the creation of cool things?

If you've answered yes to the above, read on...

Bleeding Art Industries Inc. is an award-winning Calgary-based company that has been blazing a trail for thirteen years. One of the top go-to providers of mechanical special effects, we also manufacture our own line of special effects make-up products and other entertainment supplies and equipment which are sold worldwide. Our fabrication division designs and builds custom props, creature effects and prosthetics, and on the creative content front we produced Canada's first stereoscopic 3D and stop motion animated film, winning awards and kudos worldwide.

As we expand the company and look to resource our various areas with the right people, we are searching for that one person who can fill an Administrative & Sales Assistant role in the company, working closely as the right hand to the VP. If you are a smart, creative, positive, hard-working and enthusiastic person who is continuously looking to improve processes, find solutions, wants to play a lead role in the success of a creative and entrepreneurial company, and meets the following qualifications, send your resume and cover letter our way.

Qualifications:

- excellent interpersonal and communication skills, both verbal and written
- some administrative and/or sales experience
- strong organizational skills
- detail-oriented but "gets" the big picture
- professional and customer-service oriented
- supportive of and works well with others
- good problem-solving and trouble-shooting skills
- unflappable and calm in the face of pressure, change, and tight deadlines
- ability to handle multiple priorities simultaneously
- knowledge of computer systems and software including Quickbooks an asset

Duties include but are not limited to:

- day to day administrative functions including answering phones, greeting clients, keeping reference information organized and updated
- assisting with some financial and marketing functions
- some supplier liaison
- sales support including making and fulfilling sales orders
- assisting with rental equipment bookings
- other administrative and sales functions as required.

This is a full-time salaried position. Bleeding Art Industries provides full health benefits and advancement opportunities.

Please submit a cover letter and resume either via fax at 403-203-1031 or email to becky@bleedingartindustries.com. No phone calls please. Only those to be interviewed will be contacted. The job will be posted until the right person is hired. Thank you for your interest.