



1721 Fir Street, Vancouver – [www.vidcom.ca](http://www.vidcom.ca)

**VIDCOM is seeking an Administrative Assistant / Shipper & Receiver – Full Time Position based out of Vancouver.**

**Duties and Responsibilities:**

- Duties include: answering multi-line telephone, mail distribution, courier service, collecting and recording of faxes, photocopying, kitchen supplies, maintains office contact list, office telephone list and coverage of main office telephone.
- Shipping and Receiving, liaise with shipping companies, receiving and tracking shipments.
- Manages the purchasing of all office supplies for VidCom Ltd.
- Assisting in the planning and coordinating of meetings, conferences, and trade shows
- Organizes and maintains administrative, operational, and personnel files.
- Operates the relevant data sets for the purpose of monitoring loans, rentals, demonstration equipment, sales orders, and purchase orders.

**Key Requirements:**

- Honest, Punctual, Ethical and Team Player.
- Self-motivated with high performance standards.
- Good Communication Skills – Written and Verbal.

We offer the opportunity to forge an exciting and satisfying career path which is supported by a competitive salary and attractive benefit package.

Please either email your resume to [careers@vidcom.ca](mailto:careers@vidcom.ca) or fax your resume to [\(604\) 732-8814](tel:6047328814). No telephone calls please.