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**Position: Account Coordinator**

McCowan Design & Manufacturing, Canada's leading designer and manufacturer of retail store shelving and display systems based in Scarborough, is seeking an energetic individual to be trained for the position of Account Coordinator.

Responsibilities include:

- Coordinate and manage our national retailer's projects and new store programs
- Maintain daily communication with customers to keep them informed of order status, quotations, product information, and inventory status
- Gain a thorough understanding of our customer's store layouts; learn how to read store blueprints and translate into fixture orders
- Provide support and back-up to National Account Managers, including occasional visits to customer's offices and job sites

Qualifications Required:

- University or college degree, combined with 2-3 years workplace experience
- Highly organized team player with strong interpersonal skills
- Excellent verbal, written and analytical skills
- Proficient computer skills with working knowledge of Excel, Word and Windows (SAP experience an asset)
- Bilingualism, sales and/or customer service experience an asset

For the right candidate, this position has potential for advancement.

Comprehensive benefits package and bonus program, salary commensurate with experience. Please send your résumé to [info@wilsondisplay.com](mailto:info@wilsondisplay.com)

Thank you in advance for your interest in McCowan Design & Manufacturing; should your qualifications match our requirements, we will contact you.

**Please submit your resume and cover letter to [info@mccowan.ca](mailto:info@mccowan.ca).**