

# SALES COMPLIANCE COORDINATOR

# BESTSELLER

Location

Montréal, Canada


Team

Finance & Accounting

Deadline

30 Mar 2024

Job Ad Language:

English (US) 

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APPLY

**Position:** Sales Compliance Coordinator (Entry-level)

**Reports to:** Finance & Performance Manager

**Location:** Montreal, QC

**Are you someone who's always asking questions and loves getting stuff done?**

*BESTSELLER Canada wants you to be part of our team as we level up our game in getting things done right.*

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## WHAT YOU'LL DO

In this role, you'll be the backbone of our retail stores and online operations, making sure cash and card receipts match up seamlessly. Your gig includes upgrading our cash procedures, giving you a chance to be part of some financial improvements. You'll also be the go-to person for making sure everyone follows BESTSELLER's policies. Plus, you get to be the savvy money-saver, finding smart ways to cut costs. It's like stepping into the world of financial wizardry, where compliance, communication, and saving money are your everyday tasks.

Additionally, your tasks include (but not limited to):

- You check and fix deposits, credit card stuff, and any money discrepancies every day and week.
- You handle customer refunds, dealing with problems like wrong orders, double charges, and chargeback questions.

- You make a report about what you find in your checks and suggest what to do about it.
- You sometimes check stores (virtually) to make sure they're following the rules, and you give feedback.
- You take charge of the sales audit process, showing off your tech skills and fixing any tech issues. You also work with the TECH team to update store procedures for things like using the cash register and handling cards and cash.

## **WHAT YOU NEED**

We care most about your eagerness to learn, grow, and make a real impact on our success! Also, we need you to:

- Bachelor in business administration, finance, accounting or similar field.
- Understand retail operations like POS & GSI.
- Know your way around MS Office (Excel, Powerpoint, etc).
- Be a team player who solves problems and makes decisions.
- Bring strong analytical and problem-solving skills.
- Be self-motivated, meet deadlines, and be organized.
- Speak both French and English fluently (talking and writing).

## **WHAT'S IN IT FOR YOU**

At BESTSELLER, we've got your back with benefits designed for your career growth and well-being:

- Enjoy group insurance, a voluntary savings plan, and a laptop.
- Embrace flexibility with a schedule that includes half-day Fridays until year-end.
- Work from home one day a week.
- Take advantage of 3 weeks of vacation, 5 "energizing" days, and 11 statutory holidays.
- Access a virtual health platform for instant phone consultations with professionals, available 24/7 – #nowaiting!
- Score a 50% employee discount at our stores for your fashion fix.

- Be part of a brand-new fashion house in Villeray with a modern open space, unlimited snacks, and coffee.

We can't wait to meet you!

*We review applications on an ongoing basis and reserve the right to take down the advertisement, when our candidate is found. We are committed to diversity and provide equal opportunities for everyone, regardless of sex, race, ethnicity, religion or belief, disability, age, sexual orientation or gender identity.*



*BESTSELLER is an international fashion company with brands such as JACK and JONES, VERO MODA, ONLY and JACK & JONES. BESTSELLER operates both its own chains / stores as well as we have a large number of retailers on the market. As an employee of BESTSELLER, you become part of our family. We offer a developing and exciting workplace with a high pace where we all work together towards common goals. Our philosophy and our values are important to us, we work hard and strive to be the best but always in a humble way. BESTSELLER Canada began in 2004 and currently works with eight of our brands. JACK & JONES is our sole retail presence in*

*Canada, while VERO MODA, ONLY, ONLY & SONS, SELECTED FEMME/HOMME, PRODUKT, NOISY MAY and JACQUELINE DE YOUNG are part of our wholesale distribution. Our office in Montreal is the centre of BESTSELLER's North American operations and the workplace of almost 100 of our colleagues. Overall, BESTSELLER Canada has approximately 600 colleagues, including our distribution centre and almost 50 JACK & JONES stores.*

## **WHAT WE OFFER**

You will become part of the BESTSELLER family, a culture where new ideas are welcomed, and all voices are heard. We believe in entrepreneurship; this means you have the freedom to do this in the way which works for you. You get responsibility and the opportunity to develop yourself and your area from day one. We believe in flexibility and autonomy in your daily routine and working location.

## ABOUT BESTSELLER

At BESTSELLER, we own it. Every chance. Every challenge. Every choice. We're the global fashion company that's fast paced and family run. We're the business that's built some of the strongest brands in the industry. By empowering every individual to own their journey, we've found the courage to keep getting better. To act more sustainably. To foster diversity and provide equal opportunities. To compete more confidently. And to keep challenging the status quo. Time and time again. We are BESTSELLER - and together, we own it.

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