

## **Order Execution Specialist**

### **Job description**

Working with the Sales Team and Operations lead you will be responsible for Entering Sales & Purchase orders, maintaining MTR data base, and Excel spreadsheets. Once an order is entered you will be responsible for ensuring we meet all the client requirements.

Your assistance will also be required for other activities which include picking and packaging client orders and receiving goods from vendors. This position requires the ability to lift heavy objects up to 100lbs so the ideal candidate must be in good physical shape. Forklift experience is preferred but training is available.

### **Key Responsibilities**

- Review and execute orders provided from the sales team.
- Manage the Mill Test Report Data base to ensure it is up to date
- Expediting incoming material on a regular basis. Involves keeping clients updated.
- Manage excel spreadsheets related to sales and inventory.
- Package and ship orders as required.
- Help keep the warehouse clean and organized.
- Ensure the safety and health of yourself and your co-workers.
- Assist Sales and operations staff where needed

### **Max Industrial Supply**

Max Industrial Supply is a privately owned & operated company based in Edmonton Alberta. We specialize in supplying pipe, flanges, fittings, and Pressure Vessel Nozzles (LWN, Heavy Barrel, & custom nozzles) to Oil & Gas equipment manufacturers (OEM). With our knowledge and dedication to serving the needs of our clients Max Industrial has become first choice for several OEMs.

### **Our Mission**

We are dedicated to delivering exceptional service to our customers with communication, quality, and safety at the forefront while always valuing our staff who are the pulse of our organization.