

Order Execution Specialist

Job description

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

From time to time your assistance may be required for other activities which may include picking and packaging client orders and receiving goods from sub-vendors.

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.
- Ensure the safety and health of yourself and your co-workers.
- Assist Sales and operations staff where needed

Max Industrial Supply

The Company 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.