

## **Material handling Specialist**

### **Job description**

Working with the Operations lead and Sales Team you will be responsible for activities which include picking and packaging client orders and receiving goods from vendors. This position requires the ability to lift heavy objects up to 75lbs so the ideal candidate must be in good physical shape.

Forklift experience is preferred but training is available.

Your assistance will also be required for other activities such as 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.

### **Key Responsibilities**

- Ensure the safety and health of yourself and your co-workers
- Package and ship orders as required.
- Help keep the warehouse clean and organized.
- Review and process orders provided from the sales team.
- 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.