

CONTRO VALVE

Contro Valve Inc. is seeking an Order Entry Specialist to complement and support the company's sales team.

The individual will be responsible for reviewing and accurately entering purchase orders using various databases, working closely with the company's sales department to ensure accuracy of purchase orders, availability of product, and timely processing.

The ideal candidate should have:

- Prior experience entering technical/custom purchase orders.
- Ability to prioritize and multi-task for maximum efficiency without sacrificing accuracy
- Excellent written and verbal communication skills French and English.
- Proficiency in use of computers and software
- Excellent organizational and time management skills
- Detail-oriented work ethic The ideal individual will enjoy a range of data entry and administrative tasks.

The ideal individual will enjoy a range of data entry and administrative support responsibilities including, but not limited to:

- Accurately enter and process purchase orders in a timely manner
- Problem solve by researching within the database, email exchanges, the internet, and appropriate personnel throughout the company
- Diligently follow purchase orders through to completion, working with appropriate parties to quickly resolve issues that delay timely processing.
- Informing customer(s) of shipping date(s) and any possible delays
- File copies of all orders received.
- Answer incoming calls in support of sales team, customers, and suppliers
- Support the company's administrative staff in a variety of general office and clerical tasks
- Possess the flexibility necessary to multi-task in a demanding, fast-paced technical environment