

Order Management Coordinator (18-Month Contract)

Mississauga, ON

18-Month Contract (Maternity Leave Coverage)

Lakeside Process Controls Ltd. ('Lakeside') is recognized as a market leader, providing complete automation solutions to a wide range of industries. Our capabilities in process management and industrial automation enable us to solve our customers' process automation challenges, keeping their operations running safer.

Our solutions range from devices that measure and relay diverse physical and chemical conditions, devices that control flow of materials, networks that transmit event-related information, to process control systems that collect information and trigger necessary actions to ensure continued operations.

Lakeside's success is due to its exceptional people. Our skills and passion for our work is the key to our strong business results. Our commitment to a culture of integrity, teamwork and collaboration is what drives our continued and sustainable growth.

We seek individuals who are engaged, capable and committed to continuous improvement.

If this sounds like you, apply today and discover your potential with Lakeside!

To apply, please visit our website [here!](#)

What you will be doing in the role of Order Management Coordinator:

Your responsibilities may include, but are not limited to:

- Managing customer relationships by accommodating preferences and maintaining professional level of communication
- Complete order management, including data entry, procurement, expediting, updating information in business system and status reports, and obtaining and storing correspondence and documentation
- Managing team's product returns from the point of customer request through to completion
- Assisting and collaborating with sales team, other Lakeside teams, vendors, etc. to ensure that customer needs are fulfilled
- Various other sales and support functions within the team

Knowledge and skills required for the role:

- University Degree or College Diploma

- One to Three (1-3) years' of customer service and or/purchasing experience
- Previous order entry experience
- Strong interest in providing exceptional customer service
- Highly organized with strong multi-tasking and time management abilities
- Ability to work effectively both independently and in a team environment
- High level of accuracy and detail with error-free orders
- Working knowledge of MS Office computer application (Word, Excel, Outlook)
- Ability to understand current tools in detail and use them in an efficient manner
- Entrepreneurial work ethic

What we give YOU!

- Flexible working schedules, including hybrid remote work programs
- A competitive compensation package, with RRSP-matching
- Comprehensive benefits coverage (medical, dental, vision, EAP & on-demand virtual health care)
- A culture that promotes healthy work-life balance with above-market paid time off
- A structured training and development program and opportunities for continuous learning
- Opportunity to participate in an award-winning wellness program!

Commitment to Diversity

Lakeside Process Controls Ltd. is committed to employment equity and welcomes diversity. We believe strongly in celebrating the different perspectives and experiences that come along with having a diverse network of employees, and encourage applications from all qualified individuals, including: persons with disabilities, Indigenous persons, women, and members of visible minorities.

If you require accommodations to complete an application, please contact Human Resources at human.resources@lakesidecontrols.com and we will work with you to meet your accommodation needs.

How We Review Applications

AI tools may be used to assist in the screening of applicants for this position. Final hiring decisions are made by our recruitment team.

Existing Vacancy

This posting is for an existing vacancy that our team is actively recruiting for.

Pay Type: Salary

Hiring Min Rate: 47,000 CAD

Hiring Max Rate: 61,000 CAD