



INSIDE SALES ASSISTANT

HYDMECH has been a leader in industrial sawing solutions for over four decades, known for engineering innovation, unmatched reliability, and a commitment to supporting metalworking industries across North America. What began as a pioneering Canadian company has grown into a globally recognized brand, driven by continuous improvement, customer partnerships, and a team of dedicated people who take pride in building exceptional machinery.

HYDMECH is part of the MEP Group (Italy) and Group Legris Industries (France). You will be part of a global organization with locations in Canada, USA, Europe, China and South America where advancement from within the organization is supported!

About the Opportunity!

This existing vacancy reports to the Inside Sales Manager and assists outside sales representatives by processing orders, creating manufacturing release orders and resolving scheduling and delivery concerns.

WHAT WILL YOU DO?

- Ensures accurate and timely data entry into S4, Sales Force, USMTO, Excel spreadsheets
- Verification of customer order information, follow-up on discrepancies or missing information
- Communicate with various departments to facilitate the order process
- Issue machine change orders to manufacturing
- Address phone and email inquiries for quotations, lead times, dealer information, order status and shipping questions
- Provide Dealers with their order confirmation and target shipping dates
- Responding to enquiries through the information email
- Issue purchase requisitions for machines, options and conveyors
- Back up support for the Logistics Coordinator
- Generate weekly reports in S4 and Excel

WHAT DO YOU BRING?

- High School Diploma
- 1+ years of experience working in office setting, preferably in a similar role.
 - Prior experience with S4 is an asset
 - Capable of verifying and collecting data, compiling the proper information in an electronic format
 - High level of proficiency with Microsoft Office suite, specifically Excel



- Effective and a high degree of data entry accuracy.
- Strong work ethic and positive team attitude.
- Sound analytical thinking, planning, prioritization, and execution skills.
- Demonstrated ability to work independently or within a team setting.
- Able to effectively communicate both verbally and in writing.
- Able to build and maintain positive working relationships with other departments, key business partners and dealers.
- Strong problem identification and problem resolution skills.
- Adaptable with a growth mindset and willingness to learn, grow and develop
- Aptitude for critical thinking, problem-solving, and decision-making

This job posting does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time.

This is an onsite position located at 1079 Parkinson Road.

WHAT WE PROVIDE?

- Paid time off including vacation time, paid holidays, additional holidays
- Five paid sick days per year (prorated)
- Company events including Holiday party, food trucks and more
- Company sponsored Wellness program
- Comprehensive benefits package including Life insurance, AD&D, STD, LTD, Health and Dental, Vision Care
- RRSP matching program

The Ontario pay range for this position is \$42,000 CAD to \$47,000 CAD annually, prorated for the term of the contract. Ultimately, in determining pay, we will consider the successful candidate's experience, skills, knowledge, and other job-related factors.

Interested and qualified individuals, who are eligible to work in Canada, with a 'CAN-DO' attitude, open to a collaborative, fast-paced, manufacturing environment, please forward a WORD version of your resume to hr@hydmech.com

Hydmech is an equal opportunity employer dedicated to recruiting and retaining a qualified workforce and is committed to hiring practices that are fair and equitable. The company and its hiring managers always seek to hire the most qualified candidate for a position. A protected characteristic under the *Human Rights Code* is never used against a person during the hiring process. Accommodations may be available upon request for candidates taking part in all aspects of the selection process. Requests for accommodation can be made through emailing Human Resources at hr@hydmech.com. Hydmech does not employ the use of AI in its recruitment process.