

Supervisor, job order clerks - manufacturing

Belvent Mftg Ltd.

Job ID

39134

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LOCATION	DATE POSTED	EXPIRY DATE	
10922 120 Street NW, Edmonton, AB Alberta	16-02-2026	15-08-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 36.00/hr	1 year to less than 2 years	Bachelor's degree

Job Details

Work location: Edmonton

Salary: 36.00 hourly / 40 hours per week

Full time Permanent employment

Daytime

Start date: 2026-06-01

Benefits: Health benefits, Financial benefits, Other benefits

How to apply: email cover letter and resume to wyb@telus.net

Job Description

Languages: English

Education: Bachelor's degree

Small business administration/management

Computer/information technology administration and management, other

Experience: 1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Budgetary responsibility: 0 - \$100,000

- Responsibilities & tasks:
- * Develop specific plans to prioritize
 - * Organize tasks to accomplish the work
 - * Oversee operational logistics of the organization
 - * Plan and organize operational logistics of the organization
 - * Co-ordinate activities with other work units or departments

- * Prepare and submit reports
- * Ensure smooth operation of computer equipment and machinery
- * Arrange for maintenance and repair work
- * Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality
- * Train workers in duties and policies
- * Arrange training for staff
- * Co-ordinate, assign and review work
- * Requisition or order materials, equipment and supplies
- * Organize and maintain inventory
- * Prepare cost estimates
- * Evaluate daily operations
- * Answer clients' inquiries and provide information
- * Prepare purchase orders
- * Take customers' orders
- * Plan and organize daily operations
- * Maintain an inventory of raw materials and finished products to prevent shortages
- * Select type and size of pipe required
- * Develop production schedules and duty assignments to ensure proper functioning
- * Perform front desk duties
- * Analyze costs of production
- * Supervisory Experience
- * Complete and maintain production reports
- * Maintain inventory of supplies
- * Hire, supervise and train or oversee training of employees in the use of new equipment or production techniques
- * Estimate costs and materials
- * Actual experience as sheet metal production clerks
- * Supervision of Purchasing and inventory clerks

Shippers and receivers and

Staff in various areas of responsibility

Credentials:

First Aid Certificate

CPR Certificate

Forklift Operator Certification

Experience and specialization:

Computer and technology knowledge

Inventory control software

MS Access

MS Excel

MS Outlook

MS PowerPoint

MS Word

MS Windows

Accounting software

Word processing software

Database software

Spreadsheet

Type of industry experience:

Fabricated metal

Area of specialization:

Actual work experience in Production and actual knowledge of products manufactured and being sold

Specialization/experience :

Manufacturing

Distribution

Security and safety:

Basic security clearance

Work conditions and physical capabilities:

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

Large workload

Physically demanding

Personal suitability

Accurate

Client focus

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Flexibility

Initiative

Judgement

Organized

Reliability

Team player

Analytical

Proactive

Values and ethics

Benefits:

Health benefits

Dental plan

Disability benefits

Health care plan

Financial benefits:

Life insurance

Other benefits:

Parking available

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for newcomers and refugees

Who can apply for this job?

You can apply if you are:

a Canadian citizen

a permanent resident of Canada

a temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

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