



Data Entry Support

Timeframe for temporary position: Expected to continue through the end of 2021

JOB SUMMARY:

Clerical data entry in support of new model launch activities for Die Maintenance department.

ESSENTIAL FUNCTIONS:

Primary duties and responsibilities include, but are not limited to, the following:

- Excel skills are a priority - Data entry, charts, graphs, pivot tables.
- Obtain quotes from vendors via phone or email regarding part discrepancies.
- Submit a Stock Item Request (SIR) to have quotes put into inventory.
- Use PLEX system to input SIR into inventory.
- Place orders and coordinate shipping & receiving of time sensitive parts.
- May be required to perform other duties as assigned in other departments or areas.

TECHNICAL COMPETENCIES:

Ability to read and interpret work instructions.

Good computer skills (especially Excel), and data entry skills.

Ability to work accurately with numbers.

Good mathematical skills.

Meet deadlines for projects and activities.

NON-TECHNICAL APTITUDE

Communication (verbal communication, listening).

Judgment and thinking (judgment, decision-making, problem-solving, awareness).

Performance skills (accuracy with detail, planning and organizing, efficiency).

Personal characteristics (motivation/commitment, flexibility).

JOB QUALIFICATIONS:

Able to use PC, such as Microsoft Products (Excel, Outlook, PowerPoint, Word)

Administrative functions: Data entry, Filing, Sorting documents, Copy/Print, etc.

ENVIRONMENT

May be exposed to both hot and cool conditions; Moderate to high noise levels.

SCHEDULE

Mon-Fri 8am – 4:45pm (or other daytime shift as assigned)

Overtime as assigned.

Saturdays as needed.