

Balancer/Data Entry
Internal applications 9/12 through 9/19/18

Employment Requirements:

Education: High School Diploma or GED

Experience: Computer proficiency, data entry

Knowledge: Company practices and procedures

Departmental production requirements

Ability to function in and learn corporate procedures

Skills: Typing of 60+ wpm

10 Key by touch

Personnel Test score of 20 or above

Hours: 8:00 to 4:30 Monday through Friday (Schedule may vary depending on need)

Some Saturday and Sunday work is required during busy times

Overtime (Occasionally as department needs require)

Seasonal schedule

Environmental Considerations: Work is performed in an office setting with normal temperature and environmental variations.

Physical Requirements: Standing, walking and/or sitting all day. Schedule may include periods of high stress and candidate must be able to handle responsibilities with little supervision. Employee must be able to make sound business decisions. Above average attendance is expected.

General Job Description: Under general supervision the employee performs duties that facilitate the operation of the Data Department in the fulfillment of customer orders on a day to day basis. Balancer will balance orders moved from the the scan files, upload AS400 with next day files and back up scan operator and data entry operators. In addition, employee must be able to function competently in an office environment in various areas. Employee must be able to work as a member of the team. Good attention to detail and sense of urgency. All work must be completed at an RFE work site.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. The Balancer/Data Entry Clerk will follow any other instructions and perform any other related duties, as may be required, by their supervisor.

For internal applicants contact Human Resources for an application.