



Locally owned Label Printing Company located in the Pinemont/290 area is seeking an Administrative Support/Data Entry Clerk. Hours are full time Monday-Friday, 7:30am – 4pm, but can vary slightly. You **MUST** be able to pass a background check and drug screen. Will need to be willing to work occasional overtime and have reliable transportation. Previous administrative experience required.

**Responsibilities include:**

- Data Entry via a number platforms (i.e., Excel, LabelTraxx, Sage 50, etc.)
- Verify and reconcile Packing Slips to Purchase Orders and forward to Accounting for payment
- Assist in inventory management via Labeltraxx
- Gather and enter production performance data, such as press run speeds, volume output, and material waste
- Sort and file paperwork for both production management team and front office
- Assist with shipping document preparation and completion
- Assist with customer service and accounting department as needed
- May contact vendors and suppliers for quotes, delivery instructions and follow-up on outstanding purchase orders as needed
- Prepare various report as needed.
- Assist with A/P and A/R
- Ability to work independently with minimal assistance.
- Able to follow both verbal and written instructions.
- Excellent attention to detail.
- Ability to maintain quality of work in a very fast paced, due-date driven environment.

**Requirements:**

- **STRONG** mathematic skills required.
- 3+ years' experience related to data entry, production tracking and/or inventory control.
- 3+ years' experience using Microsoft Office Suite and related programs.
- 1+ years' experience using Sage 50 or similar accounting software preferred
- Ability to lift 10-15 lbs. continuously and lift to 35-40 lbs. packages occasionally
- Previous experience within a manufacturing environment preferred.
- Physically able to bend, lift, move around and stand for entirety of shift.
- Comfortable with a detailed process and working at a very fast pace
- **MUST** pass drug and background check

COVID-19 Precautions:

- Remote interview process.
- Personal protective equipment required (facial coverings available on site).
- Temperature screenings.
- Social distancing guidelines in place when possible.
- Sanitizing, disinfecting, or cleaning procedures in place.

*Pay rate \$12.00/hr-\$14.00/hr to start; review after 90 days*

*\*\*Currently no company benefits offered beyond paid holidays/vacation/sick as noted in Employee Handbook*