



Title **Data Entry Assistant – SAP**
Reports to **Purchasing Manager**

Job Description

The Data Entry Assistant for SAP will be responsible for Data-entry with the SAP system, updating spreadsheets, following up on vendor orders via phone or email, and assisting department with miscellaneous administrative duties. The successful candidate will be able to multi-task, work independently, and have very strong customer service and computer skills. Reliability and dependability is essential. This position is full-time and non-exempt.

Duties and Responsibilities

- Data-Entry within the SAP system.
 - Updating spreadsheets.
 - Following up on vendor orders via phone or e-mail.
 - Assisting department with miscellaneous administrative duties.
 - Other duties as assigned.
-

Required Knowledge, Skills, and Abilities

- Data entry experience a must.
 - Must be proficient in Microsoft Excel.
 - Must have an excellent phone manner.
 - Must be self-motivated.
 - Must be able to successfully pass a background check.
-

Education and Experience

- SAP experience a plus.
 - Experience working in a manufacturing environment a plus.
 - 1 year minimum data entry experience.
 - High school diploma or equivalent.
-