



Job Descriptions
DS00p Job Description

Job Title: **Data Entry Coordinator**

FLSA Status: Non-Exempt

Department: Administrative

Reports To: Director, Supply Chain Management

Revision Date: 1/05/2015

SUMMARY DESCRIPTION: The Data Entry Clerk maintains the company's database with key information to assist the Supply Chain with their day to day research. This position also provides general support to the Supply Chain Department and company's customers.

DUTIES AND RESPONSIBILITIES: This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.

1. Enter new and updates customer, account, vendor, and quote information
2. Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.
3. Processes source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution.
4. Enters RFQ's and vendor responses.
5. Enters data by inputting alphabetic and numeric information on keyboard according to screen format.
6. Verifies entered customer data by reviewing, correcting, deleting, or reentering data; combining data from both systems when information is incomplete; purging files to eliminate duplication of data.
7. Maintains operations by following policies and procedures; reporting needed changes.
8. Contributes to supply chain effort by accomplishing related results as needed for Supply Chain Specialist and purchasing department.
9. Document filing.
10. Maintains internal and external databases (ILS, aged inventory, and other misc. projects). This includes monthly file uploads.
11. Researches and verifies customer data for quotation, updates, and entry.
12. Customer correspondence.
13. Various database and customer related projects.
14. Configuration management including entry and verification of part numbers, cross referencing, descriptions and any other information required according to the procedure.

SUPERVISION:

N/A

EXPERIENCE AND QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must have proficient computer experience with various programs: MS Excel, MS Word, MS Access, Adobe Acrobat and the ability to research information using the internet. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS:

Finger dexterity for operation of personal computer and routine paperwork

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