

Data Entry Specialist



Phone :

Web :

Job Summary

Vacancy :

Deadline : Aug 24, 2024

Published : Jul 24, 2024

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Overview

Virtek Vision is a leading provider of precision laser-based templating and inspection solutions based in Waterloo, Ontario. We serve customers worldwide in the aerospace, prefabricated construction, transportation and manufacturing industries. Our solutions enable customers to produce their products better, faster and at a lower cost.

As an integral member of the Finance team, reporting to the Director of Accounting, you will be responsible for entering, updating, and maintaining data in our systems with precision and speed. The successful candidate must be detail-oriented and have solid communication, technology, and analytical skills. The ideal candidate thrives in a fast-paced environment, has excellent data entry skills, and is capable of managing multiple tasks simultaneously.

Functions will include, but not be limited to:

- **Data Entry and Accuracy:** Input and maintain accurate data into our systems from various sources, ensuring data integrity and completeness.
- **Data Verification:** Verify data by comparing it to source documents, reviewing and correcting errors, and organizing information in a manner that allows for quick and easy retrieval.
- **Data Management:** Organize and maintain files and records, ensuring all necessary documentation is included and properly stored.
- **Quality Control:** Perform regular data quality checks to identify and correct errors, incomplete information, or duplicate records.
- **Documentation:** Prepare and organize documentation and reports as needed, ensuring all data is properly documented and easily accessible.
- **Confidentiality:** Maintain confidentiality of sensitive information and adhere to data management regulations and policies.
- **Communication:** Communicate effectively within the team and across departments to ensure accurate and timely data entry and updates.

• Skills and Expertise required:

- Proven experience as a Data Entry Specialist or similar role.
- Fast typing skills: knowledge of touch-typing system is preferred.
- Excellent knowledge of word processing tools and spreadsheets (e.g., Microsoft Office Suite, Google Workspace).
- Attention to detail and accuracy.
- Ability to work independently with minimal supervision.
- College diploma or equivalent; additional computer training or certification will be an asset.
- Fast and accurate typing skills.
- Impeccable attention to detail and the ability to manage multiple competing priorities.
- Experience with ERP/MRP and CRM systems is a plus.
- Excellent time management and organizational skills.
- Ability to handle sensitive and confidential information.
- Problem solving skills and resourcefulness.
- Strong communication skills, both written and verbal.

• We Offer:

- Great team members!
- Competitive wages & benefits
- RSP Program
- Training Support

• Working Conditions:

- **Office environment with standard office equipment - please note this is an in-office position (not remote).**
- *May require occasional overtime or weekend work during peak periods.*
- *Ability to sit and input data for extended periods of time.*
- Joining our team as a Data Entry Specialist offers an opportunity to contribute to our organization's success by ensuring our data is managed accurately and efficiently. If you have a passion for data accuracy and enjoy working in a collaborative environment, we encourage you to apply.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
