**JOIN OUR TEAM**

**WE’RE GROWING!**

Are you **PASSIONATE** about creating an exceptional customer experience? Do you **CARE** about the details? Are you a team player who likes to **LEARN** new things? Do you **CRAVE** an environment of collaboration and enthusiasm? Do you believe that if something is worth doing, it’s worth doing **RIGHT**? If this sounds like you, we would love to talk to you!

We are currently hiring a Data Entry Clerk for our extended hours. Ideally, this position will be filled by someone who is a team player and understands that giving the customer an exceptional experience is our number one goal! This position will support the Company by providing support through data entry of customer orders and customer outreach, ensuring timely processing of customer information and order reporting.

**Key Essential Functions and Duties**

* **Order Entry & Administrative Support:**
	+ Input and update orders in order management systems and scheduling platform, ensuring accuracy and timeliness of information to maintain compliance and support expected timelines.
	+ Contact customers via email or phone to schedule installation of services.
	+ Update the OSPC Supervisor on the status of orders, including tracking the number of orders completed and pending.
	+ Implement quality control measures to minimize errors.

**Other Functions**

* Other tasks as assigned

**About You – Education & Experience**

Should demonstrate abilities in the following areas:

* Exceptional teamwork – and delegation where needed for working with coworkers
* Strong customer service and communication skills
* Independent problem solving and planning/organization skillsets
* Comfortability with having daily and weekly interactions via phone, email, and face to face contact to complete tasks.

All West believes the following will help our employees succeed in the role:

* One year customer service experience, required
* One year data entry experience, required
* Ongoing training will be required by the company.

**Work Environment**

Works in an office environment and may require occasional bending, carrying, lifting up to 40 lbs. independently. May squat, twist, turn, and require frequent use of manual dexterity and visualization of computer equipment. Will make frequent use of general office equipment, computers, and phone systems.

Option to work in an office, fully remote, or hybrid.

****All West is a drug free workplace, conducting pre-employment and random drug testing.  Benefits include medical, dental, short-term disability, life insurance, AD&D, 401k with company match, PTO, paid holidays, and more!