



<https://www.premierpersonnelgroup.com/find-a-job/customer-service-data-entry/>

Customer Service/ Data Entry

Description

Primary functions to include but not be limited to:

- Heavy data entry into computer includes creating inbound/outbound records.
- Communicate with internal personnel and external customers in person & through e-mail.
- Scanning, Filing, and Organizing documents.
- Timely submission of customer reports.
- Navigate through internal Operating System.

Work with other's in functional areas including Dock Operations, Dispatch, AR, etc.

Responsibilities

First Shift:

- Must be detailed and thorough with good multi-tasking ability.
- Must have good communication verbally in person / telephone and email.
- Must have basic Math skills for addition and subtraction.
- Must have basic use of computers and proficiently type using keyboard and 10 key.
- Microsoft Office- medium proficiency (not novice) required.
- Excel with pivot table knowledge preferred but not required.
- Data entry experience required.
- Previous experience in Transportation/Logistics is preferred but not required.
- Must be reliable.
- Must have strong work ethic.
- TMW/Transportation software knowledge is preferred but not required.
- Bilingual-Spanish/English preferred but not required.

Start time would be fairly set but may adjust slightly as operations dictate

Full Time = with flexibility for more hours as needed

Holiday work is required periodically upon request

Qualifications

- Must be detailed and thorough with good multi-tasking ability.
- Must have good communication verbally in person / telephone and email.
- Must have basic Math skills for addition and subtraction.
- Must have basic use of computers and proficiently type using keyboard and 10 key.
- Microsoft Office- medium proficiency (not novice) required.
- Excel with pivot table knowledge preferred but not required.
- Data entry experience required.
- Previous experience in Transportation/Logistics is preferred but not

Hiring organization

Premier Personnel Group

Employment Type

Full-time

Beginning of employment

ASAP

Duration of employment

Full Time

Industry

Distribution

Job Location

Burlington

Base Salary

\$ 20

Working Hours

First Shift: Wednesday thru Saturday 8:00AM-6:00PM

Start time would be fairly set but may adjust slightly as operations dictate

Full Time = with flexibility for more hours as needed

Holiday work is required periodically upon request

required.

- Must be reliable.
- Must have strong work ethic.
- TMW/Transportation software knowledge is preferred but not required.
- Bilingual-Spanish/English preferred but not required.