



Purchasing Department Data Entry Clerk

Description

We are a well-established equipment/service provider, offering services to industrial markets with a strong emphasis on heavy equipment and specialized fleet rental needs. We are currently seeking an experienced Data Entry/Purchasing Assistant to join our growing team. If you believe that your experience, skills, attitude and work ethic fit, joining this dynamic team may be the next step for you.

General Overview of Job Responsibilities:

- Prepares data for computer entry by compiling and sorting information
- Establish entry priorities

Requirements:

- 2-3 years of data entry
- Excellent computer skills

Benefits

- Competitive hourly pay rate
- Competitive benefits including health insurance, dental reimbursement, basic life insurance, and 401(k) with employee match
- Paid holidays and paid time off (PTO)

Instructions for Applying:

If you are interested in applying for this position, please forward your resume to hr@bulkequip.com