

Turbo Drill Industries is a leading manufacturer and supplier of high-performance drilling products and services supporting operations throughout North America. We are driven by our customers' needs and are continuously developing and improving drilling products that exceed industry expectations.

DATA ENTRY SPECIALIST

The Data Entry Specialist demonstrates attention to detail, identifies and resolves problems in a timely manner to effectively complete the fast-paced tasks needed in the department. The Data Entry Specialist is responsible for compiling data reported from the service shop technicians and entering the data accurately into the database management tracking system.

Essential Duties and Responsibilities

- Transfer written information from reports or other sources into an electronic data tracking system for storage and analysis.
- Read and interpret information to make sure its accurate, make corrections, enter the date, and store the hard copies and electronic data in the proper place according to departmental procedures.
- Enter all information for service of tools from service shop reports.
- Assemble & Disassemble tools in the system as paperwork comes in from the shop.
- Enter all new parts/tools into system for tracking purposes.
- Create new assets as specified by shop foreman.
- Send parts request to inventory as requested by service technicians.
- Research information for parts/tools (ex: hours, location, status).
- Create all necessary paperwork needed for tools returning from field.
- Rotate as back up for receptionist as needed.

Qualifications and Requirements

- 18 years of age
- High School Diploma or GED
- Strong general administrative skills
- Good written and verbal communication skills
- Proficiency in reading and writing skills
- Proficiency with technology, computer skills and programs
- Ability to multitask and work in a fast-paced environment
- Ability to work overtime hours and weekends when needed

Turbo Drill Industries, Inc is an Equal Opportunity Employer