



Position Title: Data Entry Specialist

Employee Name:

Reporting Structure: Sameer Mahmood

Department: Administration

Company's Goals for this Position: Our GSA ecommerce platforms require a data entry specialist with an analytical mind, exceptional attention to detail and a passion for precision to create and maintain a data base for our GSA Federal Procurement online database. This job requires you to create product listings, data entry with digital photos and product management to streamline our business. You play a crucial role in our data-driven businesses, assuring that all data is entered accurately, thoroughly, and on time.

The Data Entry Specialist role is one for motivated people with excellent computer and typing skills, an eye for detail, and the ability to manage their time well with minimal supervision.

As a Data Entry Specialist, you're a valuable "behind the scenes" member of the team, reviewing and fact-checking information, fixing errors when found, and maintaining documentation or logs of the work you do. Now more than ever, a company's data helps to drive the decisions it makes and illuminates its understanding of its market and customers. Your role as a Data Entry Specialist is central to that process.

Responsibilities and Duties:

Populating new products into our database

Ensuring that images, specs, product info, and manuals are accurate and meet Superior Equipment Marketing's standards

Auditing product data to ensure integrity and quality

Developing an understanding of product features, history, design method, and

other characteristics by researching manufacturer websites, catalogs, and assets

Enter new products from digitalized catalog in Superior database



Keying in product features and specifications
Arranging products as per categories and subcategories Adding product images
Processing basic images by cleaning up if required & cropping images.
Updating products on live websites
Working on Excel spreadsheets for additions, deletions and price updates with accuracy
Stepping up for special projects as assigned

Knowledge & Skills:

Attention to detail and accuracy is essential
Proficiency in Microsoft Excel
Ability to consistently meet project deadlines
Ability to multi-task on various projects
Ability work in a team as well as independently
Excellent communication, project management, and organization skills

The company also requires that all employees perform all tasks in a safe manner consistent with corporate policies and state and federal laws. Role model and demonstrate the company's core values of respect, honesty, integrity, diversity, inclusion and safety of others.

Abilities to perform effectively: Organization, attention to detail, consistency, persistence, tenacity, & passion.

Schedule:

Flexible Schedule 25-30hours

Wages: \$16.50 an hour.