



## Data Entry Officer

Hays • Sydney NSW 2000



Base pay

\$60,000 - \$65,000



Work type

Permanent



Contract type

Not provided

### Job details



Date posted

14 Jan 2022



Expiring date

14 Jan 2023



Category

Admin & Office Support



Occupation

Data Entry



Base pay

\$60,000 - \$65,000



Work type

Permanent



Job mode

Standard/Business Hours

### Full job description

The role:

- Processing orders
- High volume of data entry
- Liaising with branches via phone & email
- General admin duties

What you need to succeed:

- Be a fast learner with ambition to grow.
- Experience within a wholesale /manufacturing environment advantageous
- Be proficient in Microsoft office applications including excel.
- Be capable of easily picking up an ERP system
- Be a solid communicator and team player
- Be clearly spoken with a good phone manner
- Steel industry experience preferred not essential
- ERP systems experience is not mandatory, training will be provided

### What you need to do now

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or call us now.

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.

**LHS 297508 #2600004**