

## **Manufacturing Data Entry**

Makray Manufacturing is a plastic injection molding company with over 25 molding machines and up to 100 employees all managed by a strong and dedicated core team. Makray has been in plastic injection molding for over 60 years.

We are currently seeking a candidate with strong data entry skills. The preferred candidate will also have experience or a background in the manufacturing environment, or is able to quickly come up to speed and understand manufacturing processes as it relates to inputting data into an ERP system. Strong candidates will be able to type at least 60 words per minute without error, have experience in the full range of Microsoft Office Products, have specific experience with Microsoft Excel, and have experience in learning and using an ERP system. Candidates who have experience with IQMS Manufacturing ERP are highly desired- though this is not required.

Day to day activities will include organizing and inputting data into excel and ERP system, checking data integrity and accuracy, bringing problems with data to management's attention, applying necessary changes to data. Candidates may also be asked to learn how to apply basic changes to company website by entering data such as job postings, updating pages, etc. After major milestones are met with ERP system, candidates continued work will be to ensure data integrity by performing periodic maintenance on company data in ERP system by reviewing data and entering or correcting information.

Candidates will also need to have strong communication skills in order to work with management in relaying problems with data, data accuracy, and being able to communicate potential solutions to data related issues.

This position will ramp up in responsibilities quickly, and candidates should be seeking a full-time position that will evolve with them. In turn, Makray Manufacturing provides a flexible work environment with competitive pay and excellent benefits.

### **Desired Skills and Experience**

- Experienced with entering data into Excel, ERP, and various software systems
- Ability to type at least 60 words per minute without error
- Ability to create, modify, and understand Excel formulas
- Understanding of Various Excel functions (sort, compare, conditional formatting, etc)
- Can generate human readable reports (useful reports, formatted to maximize functionality)
- Can generate printed and PDF documents
- Charting and Graphing ability
- Track record of increasing responsibilities
- Clear communicator with exceptional people skills
- Thoroughly performs work – checks and rechecks for accuracy, develops a personal system to assure that correct data is being transmitted or entered into system.
- Ability to work with a team and be sensitive to individual needs of colleagues
- Experience in a manufacturing environment a plus or the ability to quickly understand basic concepts of injection molding as necessary to complete other job functions
- Ability to learn website Content Management System (CMS-Wordpress) to update website as needed