

## **DATA ENTRY ADMINISTRATOR**

AMI Attachments Inc. is a North American manufacturer of heavy equipment attachments based in the Waterloo area.

Due to rapid growth, we are currently seeking a Data Entry Administrator. The selected candidate will fulfill a variety of administrative functions to support the AMI sales team.

Regular responsibilities for this role include, but are not limited to:

- Accurately processing product data daily
- Creating customer work orders
- Importing orders into our product management system
- Managing data from various systems
- Creating and generating reports and spreadsheets

As an integral member of our team, the candidate will possess the following traits;

- Willingness to learn new things
- A keen eye for detail
- Be a team-player with excellent communication skills
- Capable of adapting and being flexible in a variety of situations
- Able to work in a fast-paced environment
- Skilled at handling time sensitive matters

To be considered for this role, the candidate will have the following qualifications and experience:

- Certificate or degree in administration or equivalent work experience
- Proficient with Microsoft Office suite of products
- Previous data entry experience is an asset

Wanting all their employees to feel valued and respected, AMI offers:

- An attractive health benefits program
- Pension plan opportunities
- Competitive wages
- Positive work environment that offers opportunities for growth
- Years of service acknowledgment

Please send cover letter and resume by email to: [becky@amiattachments.com](mailto:becky@amiattachments.com)

We thank all applicants, however only those selected for an interview will be contacted.