



Job Title: Data Entry Technician	Category: Administration
Reports to: Director of Purchasing	Pay Equity : POINTS
Service : Purchasing	Class : #
Work Week: 40 / heures Salary : \$16.00 / hour	Revised: 2016-11-15

Reporting to the Director of Purchasing, the data entry technician will provide support to the Purchasing department, by reviewing, verifying, coding and data entering, while identifying and reconciling discrepancies in the data entry.

The data entry technician will perform other related duties as requested by his immediate supervisor, all in accordance with internal procedures and rules.

#### TASKS RELATED TO FUNCTION

##### 1- Data Entry 100%

1. Responsible for entering inventory data in Great Plains.
2. Maintain the inventory analysis document.
3. Updating order numbers on ETA.
4. Manage wheel inventory to be machined in our system.
5. Enter new part numbers and kits in Great Plains database.
6. Maintain distributors pricing and retail pricing in Great Plains as well as the inventory list.
7. Update the status of products when necessary.
8. Create and maintain altered part numbers when required.
9. Entering annual inventory count at year end.
10. Ensuring price verification of national accounts.

#### BEHAVIOURS RELATED TO THE FUNCTION

- Demonstrate thoroughness and attention to detail.
- Excellent ability to solve problems.
- Demonstrate excellent ability of interpersonal communication, based on respect, diplomacy and discernment.



- Demonstrate a positive attitude in work, exercising calm and being stress resistant in more difficult situations.
- Demonstrate a good sense of planning and organization in work.
- Demonstrate an ability to adapt and taking initiative.

#### ACADEMIC ASPECTS AND EXPERIENCE

- High school diploma.
- Minimum of 3 years' experience in data entry.
- Good knowledge of Microsoft Office, especially Excel.
- Strong knowledge of Great Plains or equivalent would be an asset.
- Good knowledge of the tire and wheel industry, as well as seasonal products, would be an asset.
- Good knowledge of French and functional English.