

Data Entry Clerk - Job ID 11466
Auburn Hills, MI
Remove Post: July 14, 2016

Roush supplies comprehensive, integrated development services and provides customers with support that fuses technology and engineering. From design through prototyping, testing and manufacturing, we take our customers' visions from the sketch pad to production. We're focused, efficient, and we deliver. With over 3000 employees in more than 40 facilities across the United States, and interests around the world, Roush solves customers' problems and provides significant support to the automotive, performance products, military, entertainment, alternative fuels and consumer products industries. We are focused on performance, driven by technology, and committed to our customers' success. If you're only happy when your customers are happy, we want you on our team.

Due to our steady growth, we have an immediate opening for a Data Entry Clerk. The Data Entry Clerk will be responsible for entering vehicle data into the system, taking pictures and measurements of daily issues, following up on issue calling, attending daily meetings with team, performing daily mileage reports, entering alignment data and other tasks as assigned. **The Data Entry Clerk position is located in Auburn Hills, MI.**

Qualifications

- Data Entry Clerk must have high school diploma or equivalent
- Minimum 1-2 years of data entry experience in a general office setting
- Must be proficient in Microsoft Excel and Word
- Must have excellent organizational skills and be detailed oriented
- Must have valid driver's license with safe driving record
- Must have reliable attendance & be able to work overtime
- Must be able to work weekends as needed
- Must be able to communicate effectively
- Data Entry Clerk must be able to work with little supervision
- Willing and able to complete all tasks assigned

Preferred Skills

- Able to drive manual transmission vehicles

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