

Data Entry Clerk - Job ID 11734**Location: Livonia, MI****Remove Post: November 10, 2016**

At Roush, we fuse technology and engineering to provide product development solutions to customers in a diverse range of industries. Widely recognized for providing engineering, testing, prototype, and manufacturing services to the transportation industry, Roush also provides significant support to the aerospace, defense and theme park industries. With over 4,000 employees in facilities throughout the United States, Europe, Asia, and South America, our unique combination of creativity and tenacity activates big ideas on a global stage. We want motivated, ambitious people who put the needs of our customers first, bring creativity to their work and will do whatever it takes to achieve success. If you share our passion for providing innovative solutions to complex challenges, we want you on our team.

We have an excellent opportunity for a friendly and customer service oriented Data Entry Clerk. We will rely upon this flexible support person to be responsible for performing general administrative duties such as: entering data and supporting the material crib when needed. This position is located in Livonia, MI.

Qualifications

- High school diploma or equivalent
- Minimum of 2 years' general office experience providing administrative support, including data entry in a professional environment
- Proficiency in MS Office including Word, Excel and PowerPoint
- Must be strong in Excel
- Must be task oriented with a strong sense of priority
- Must have the ability to manage multiple tasks
- Deliver excellent customer service and demonstrate a high degree of professionalism
- Excellent organizational skills
- Strong verbal communication skills (including professional phone etiquette)
- Excellent track record of punctuality and attendance
- Must be able to work overtime when needed
- Must be flexible and willing to provide coverage in various areas as needed

Preferred Skills

- Some college coursework is preferred