

Data Entry Specialist Position

At HiViz Lighting, INC we are looking for an awesome data entry specialist! If you're someone who loves to plan, organize, check things off a list and finds satisfaction in logistics - this position might be for you! You're also likely to be successful if you learn and interact with technology easily and quickly, love helping others and are intrinsically motivated. This position truly elevates our team and company, and is typically our customers favorite person. So, get ready to feel like you really make a difference!

Our mission is to help first responders work more safely and effectively after dark, so that they can help others and save lives. We achieve this by developing lighting and other innovative technologies. First responders run towards danger instead of running away from it to serve their community, and that's motivating!

What winning looks like:

- Accurately enter and update orders into ERP system
- Ensure all orders are entered in a timely manner, and accurately
- Ensure data integrity by regularly reviewing and correcting any errors or inconsistencies
- Collaborate with customers and vendors to ensure on time delivery
- Provide Tier 1 technical support and issue warranties as needed
- Effectively managing various pieces of information and tasks at once
- Interacting with customers and suppliers and making them feel part of our team
- Maintain confidentiality of sensitive information

The skills you will need to win:

- 2+ years' experience working in data entry
- Proficient in data entry and accurately inputting large amounts of information
- Excellent attention to detail and ability to detect errors
- Strong organization and time management skills
- Familiarity with ERP software and spreadsheets
- Ability to maintain confidentiality and handle sensitive information
- Intrinsically motivated
- Proficient in Microsoft office suite, specifically excel.



We love our people and care about our culture, we want you to feel the love which is why we offer the following benefits:

- Health insurance
- Life and disability insurance
- 401(k) contribution immediately, and a match after 1 year of employment
- Professional development and continuing education
- Generous time off

If you love the first responder community and want to do work that fuels our purpose then we would love to meet you!