

## Data Entry and Admin Support

Our East County company has been providing and servicing life support systems to the healthcare industry since 1977. We are a small, stable organization with huge potential. Your contribution to our company will help us meet our projections for substantially increasing our client base in the next 12 months.

This computer position is centered around spreadsheet data entry, calendar event data population, data entry on technical documents for our service technicians and lots of other data entry applications. This position will also be responsible for answering phones, filing and other general office tasks for our parts and service departments. Some data entry is required in QuickBooks, training will be provided. A solid system is in place so the **ability to follow directions well** and **remember details** is a must.

### The following experience is required:

- Proficiency in Microsoft Excel
- Experience with Google Suite (Google Drive, Calendar and Docs)
- QuickBooks experience is a plus, but not necessary
- Great phone skills
- Must be extremely accurate and detail oriented
- Exceptional organizational skills are necessary
- The ability to be flexible and work in a fast-paced environment
- Minimum 60 WPM keyboarding
- Excellent 10-key skills

Find out more about who we are and what we do at [www.airandvac.com](http://www.airandvac.com). Take this opportunity to grow with us!

**Full time, permanent position:** Monday – Friday, 7:30 am – 4:00 pm

### **BENEFITS:**

We offer sick, holiday, and vacation pay.

We provide vested health benefits.

401K with company contributions.

This job may offer company paid classes, depending upon the job requirements.