



## DATA TECHNICIAN

Jet-Care® is a laboratory specializing in providing oil, fuel, hydraulic fluid and debris analysis services to international oil companies, engine manufacturers and operators of aircraft, ships and industrial machines for over 35 years.

We are looking for a candidate with excellent data entry skills, a willingness to learn and someone who is able to think independently to join our team of data entry specialists. We are seeking an individual who is looking for a long-term stable position with a steady company and welcomes a dynamic challenging workload.

### Main Duties:

- Prepare source data for computer entry by compiling and sorting information
- Process customer and equipment source documents (labels) by reviewing data for deficiencies
- Resolve discrepancies by using standard procedures or quarantining incomplete documents for further investigation
- Enter customer and equipment data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format
- Maintain data entry requirements by following data program techniques and procedures
- Verify entered customer and equipment data by reviewing, correcting, deleting, or reentering data
- Maintain operations by following policies and procedures; reporting needed changes
- Maintain customer confidence and protect operations by keeping information confidential
- Contribute to team effort by accomplishing related tasks as needed

### Other Duties:

- Sort and scan customer and equipment documentation
- Scan, Catalogue and file documentation electronically on the internal network

**Skills/Qualifications:** Organization, Typing, Data Entry Skills, Attention to Detail, Confidentiality, Thoroughness, Decision Making, Independence, Analyzing Information, Ability to Work Under Pressure, Results Driven, Energetic.

**Education and Experience** High school diploma. Formal computer training an advantage. Proficient in relevant computer applications such as MS Office. Accurate keyboard skills and proven ability to enter data at the required speed. Knowledge of correct spelling, grammar and punctuation. Knowledge of clerical and administrative procedures.

This is a full-time position; hours are 9:30 - 6:00.

We provide complete training and a lucrative benefits package upon completion of the probationary period. References required, mandatory pre-employment drug/alcohol testing and background check.

Jet-Care is an equal opportunity employer. Veterans welcome.