



1515 7th Street S.E. Valley City, ND 58072 (701) 845-1323
www.malachmetal.com

WE ARE LOOKING FOR THE BEST DATA ENTRY/OFFICE SUPPORT PERSON EVER!

We are a world-class supplier of fabricated metal products and supply chain solutions to the OEM, transportation, agricultural, heavy construction, and medical / electronics industries. With two locations in North America: Winnipeg MB and Valley City, ND. Malach Metal is a growing company, and we are looking to expand our team in Valley City, ND

Position:

OFFICE SUPPORT/DATA ENTRY

\$14.00-16.00 PER HOUR- DOQ

Permanent- Full Time

Summary:

We are looking for a hard-working Data Entry/ Office Support person for our office in Valley City, ND, to join our team! You will need to be 'the glue that holds the front office together'. As a Data Entry /Office Support Person, you will be responsible for entering specific data into our databases. You will be responsible for managing data and keeping it organized. It would help if you are organized, organize others schedules and give direction to others. Along with excellent Office Support experience!

What you'll be doing:

- You'll need to have a little bit of everything: Customer Service, Data Entry skills, and general overall great Office Support skills.
- Exceptional accuracy and organization, be able to think on your feet and be creative when needed.
- WE will need you to compile and sort data -Ensure forms filled out properly, enter information into system and verify information.
- Assist in locating missing information and making corrections to data as needed
- Answers telephone calls requesting pick-ups for customers and creating the subsequent work orders or transferring calls to other departments as needed.
- Identify and assess customers' needs to achieve satisfaction.
- Responsible for maintaining a high level of professionalism and working to establish a positive rapport with everyone.
- Tracking POs as required.
- Maintain office supply inventory and place orders monthly or as needed.
- Act as back-up as needed for processing paperwork (billing as required)
- Your main goal will be to keep data in order so that it is easily accessible at any time.



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OFFICE SUPPORT/DATA ENTRY –
Job Description

- General office duties (Filing, Scanning documents, etc.)
- Data entry of customer information and orders
- Entering POD shipment information
- General office administrative duties as required
- Perform other duties as assigned.

Education:

- High school diploma or equivalent
- Good organizational skills
- Excellent typing ability – minimum 60 WPM
- Attention to detail and ability to be thorough and super accurate.
- Computer savvy and Proficient in Word, Excel Office Programs, as well as Microsoft Outlook
- Excellent verbal and written communication skills are required.

SKILLS

- High attention to detail and accuracy.
- Locate and remove files electronically as requested.
- Be Data Entry point-of-contact- manage and secure all data.
- Compile data, statistics, and other information.
- Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases.
- 1+ years of office experience including Data Entry is ideal.
- File material in data storage area.
- Label files according to retention and disposal schedules.
- Label, file and retrieve documents.
- Send and receive messages.
- Provide general information to clients and the public.
- Organize and schedule office work.
- Process incoming and outgoing mail manually or electronically.
- Photocopy and collate documents for distribution, mailing and filing.
- Minimum of 60wpm
- Looking for a friendly, professional, customer service-oriented team member.
- Proficient in Word, Excel Office Programs, as well as Microsoft Outlook.
- Excellent verbal and written communication skills are required.



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ATTRIBUTE REQUIREMENTS:

- Understanding of Malach’s policies, procedures, and announcements.
- Motivated and resourceful, can take direction well.
- Ability to fulfill duties as assigned.
- Actively participate in process improvement activities when required.
- Ability to work independently without direct supervision.
- Ability to be flexible, take initiative and accept “Duties as Assigned”

What Malach Can offer you:

- Great group of employees.
- Near transit, free parking or where people live.
- Wonderful community, housing options, family friendly and/or single friendly environment.
- Training and learning from other employees on your team or the courses you send them to.
- Great hours of work or days off schedule.
- Family friendly flexibility.
- New products and processes.
- Steady work through business cycle ups and downs.
- Great wages and/or benefits.

WE ASK – IF WE MAKE THE COMMITMENT TO YOU = YOU MAKE THE COMMITMENT TO MALACH.

Malach Metal USA is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status.

Malach Metal USA is committed to working with and providing reasonable accommodation to individuals with physical and mental disabilities. If you need special assistance or an accommodation while seeking employment, please e-mail hr@malachmetal.com or call: 1-701-845-1323 We will- make a determination on your request for -reasonable accommodation on a case-by-case basis.--