



DATA ENTRY TECHNICIAN

Position Type: Part Time

Education Level: High School Diploma/GED

Possible Shifts: M-F, 10-3 (Shifts based on availability)

Apex Oil Lab is an independent laboratory offering testing for new and used lubricants for maintenance and reliability purposes. To provide same day results, Apex processes samples with efficiency and accuracy as top priorities. We assist companies in industries such as Transportation, Oil & Gas, Mining, Construction, Power Generation.

JOB DESCRIPTION

Our ideal candidate is someone with an interest in all things industrial, mechanical, or chemical, and who can thrive in a deadline based production environment. We are interested in candidates with experience in data entry or inventory control.

Data Entry Technicians are responsible for accurately inputting information into our database to ensure that our customers receive timely, accurate and reliable data. Individuals must enjoy working in a fast-paced production environment where meeting deadlines and maintaining the highest standard of quality are essential. Candidates must be able to work in a team environment where communication, positive attitude, and problem solving skills are utilized. Knowledge or interest in mechanical equipment or industry is a plus. Essential functions include lifting sample boxes on a regular basis, applying lab numbers to sample bottles, cleaning sample bottles, separating samples, and transferring information from paperwork into the computer system. Responsibilities can also include assisting lab personnel or additional duties required by management.

A very strong focus on detail is required to accurately input sample information and organize daily volume of samples. Candidates must have good phone skills to receive and redirect incoming customers call and contact customers regarding samples.

High volume data entry experience and accuracy on a keyboard or 10-key highly preferred.

This is a part-time position. Shifts are based availability Mon-Fri 10-3. Hours/days can vary. Candidates must have some degree of flexibility to adjust their shift times with daily incoming sample volume.

PRIMARY RESPONSIBILITIES (included but not limited to):

- Open sample shipment boxes
- Clean and prepare sample bottles for lab
- Identify, inspect, and separate samples according to set criteria
- Enter information from paperwork to computer system
- Apply labels to sample bottles
- Deliver sample bottles into lab for testing
- Field phone calls
- Follow-up with customers
- Assist lab personnel when needed
- Database work will include entering data, editing information, etc.
- Additional duties as required by management, including office/lab cleaning, prepare outgoing shipments, etc.

QUALIFICATIONS

- Attention to detail is the most important qualification.
- Be willing to work in a laboratory environment with potential exposure to petroleum products.
- Wear personal protective equipment as required.
- Ability to navigate and work quickly and accurately on a computer.
- Ability to work under pressure and deadlines.
- Detail oriented with strong attention to precision and cleanliness.
- Strong organizational skills with ability to multi-task to manage continuous workflow.
- Can follow protocols / SOPs accurately
- Ability to work with sufficient speed, accuracy, and attention to detail to perform job functions as required.
- Professional and personable phone skills.
- Working knowledge of computer software.
- Excellent typing skills.
- Basic mathematics skills.
- Lift or move up to 10 lbs. on a regular basis, up to 30 lbs on occasion.
- Ability to distinguish colors.
- Ability to understand and follow verbal and written instructions.
- Ability to work in a team environment.
- Self starter, can work with minimal supervision.
- High School Diploma or equivalent required.
- Must be fully vaccinated for COVID-19.
- Previous laboratory experience a plus.