**Administrative Support/ Data Entry Specialist**

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| |  |  |  | | --- | --- | --- | |  |  |  |     Celestica is dedicated to delivering end-to-end product lifecycle solutions to drive our customers’ success. Through our simplified global operations network and information technology platform, we are solid partners who deliver informed, flexible solutions that enable our customers to succeed in the markets they serve.  When you join Celestica, it’s more than just a job. It’s about being part of a team of talented individuals who are passionate about what they do every day. It’s about joining one of the world’s largest end-to-end supply chain solutions companies and contributing to our forward thinking and collaborative solutions for our teams and customers.  Want to take your career to the next level? Come grow and innovate with us.   |  |  |  | | --- | --- | --- | |  |  |  | |  |  | |  |  |  |  | | --- | --- | --- | |  | Detailed Description: |  | |  | Work is guided by detailed instructions, routines, and procedures. Tasks are routine, straightforward, and repetitive in nature. Decisions/actions generally affect own work. Works under direct Supervision and receives detailed instructions on all work assignments. Refers questions and problems to higher levels. Responsible for own time and effort only. Deals directly with immediate supervisor, co-workers and team members; engage in routine exchanges of information; interactions with external contacts, if applicable, would be monitored.  Performs tasks such as, but not limited to, the following:   * Prepares source data for computer entry by compiling and sorting information; establishing entry priorities. * Processes customer and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution. * Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format. * Maintains data entry requirements by following data program techniques and procedures. * Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data. * Tests customer and account system changes and upgrades by inputting new data; reviewing output. * Secures information by completing data base backups. * Maintains operations by following policies and procedures; reporting needed changes. * Maintains customer confidence and protects operations by keeping information confidential. * Contributes to team effort by accomplishing related results as needed. | | |  |  |  | |  | **Knowledge/Skills/Competencies:** |  | |  | * Knowledge of computer applications and the ability to accurately perform tasks in some or all of the following applications: Excel, Word and PowerPoint, * Knowledge of ERP, Business Process Management Software is preferred * Knowledge of and ability to operate routine office equipment may include multi-line phone system. * Ability to communicate effectively, both verbally and in writing, with a wide variety of internal and external customers. * Ability to efficiently organize, file and retrieve hard copy and electronic information relating to the business of the work unit. * Ability to manage sensitive department and employee information in a confidential manner. | | |  |  |  | |  | **Physical Demands:** |  | |  | * Duties of this position are generally performed in a normal office environment. * Duties may require extended periods of sitting and sustained visual concentration on a computer monitor or on numbers and other detailed data. Repetitive manual movements (e.g., data entry, using a computer mouse, using a calculator, etc.) are frequently required | | |  |  |  | |  | **Typical Experience:** |  | |  | * Zero to two years’ relevant experience. | | |  |  |  | |  | **Typical Education:** |  | |  | * High School diploma or consideration of an equivalent combination of education and experience.   *Educational Requirements may vary by Geography* | | |  |  |  | |  | **Notes:** |  | |  | This job description is not intended to be an exhaustive list of all duties and responsibilities of the position. Employees are held accountable for all duties of the job. Job duties and the % of time identified for any function are subject to change at any time | | |