girl scouts
heart of michigan

Job Title:	Data Entry Specialist	**Reports To:**	Data Entry Coordinator
Department/Group:	Administration	**Job Code/ Req#:**	76110
Location:	MI- Jackson	**Travel Required:**	Minimal
Level/Salary Range:	To be determined	**Position Type:**	Part-time, Non-exempt
HR Contact:	Ashleigh Crisp Hobart	**Date posted:**	August 14, 2014
Will Train Applicant(s):	Yes	**Posting Expires:**	Position is filled

To apply please include a cover letter, resume, and employment application. Applications accepted by:

FAX, EMAIL OR WEBSITE:

Fax: (269)492-1439
Email: hr@gshom.org
Subject Line: Data Entry Specialist- Jackson
Attention: HR Department
Website: http://www.gshom.org/about/employment.html

MAIL:

HR Department
Girl Scouts Heart of Michigan
601 W Maple
Kalamazoo, MI 49008

Job Description

POSITION SUMMARY

Data Entry Specialists will provide data entry support for all teams as it relates to the department goals, objectives, and budget.

ROLE AND RESPONSIBILITIES

- Will provide daily assistance in entering membership registrations.
- As a team member, enters registrations into database and maintains order of registration process
- Works closely with the administrative team to cover phones.
- Help with administrative tasks on regional projects with various departments
- Serve as a positive example for girls and adults by modeling reliability, respect for others, inclusiveness and a positive attitude
- Other duties as assigned.

EDUCATION

- Associate's degree or equivalent education and experience required.

KNOWLEDGE/SKILLS/ABILITIES

- Accepts the principles and beliefs of Girl Scouts of the USA (GSUSA) and Girl Scouts Heart of Michigan (GSHOM)
- Become a registered member of GSUSA
- Ability to work with adults and respect their individual differences
- Ability to analyze, plan and evaluate
- Strong human relations, problem solving, and conflict management skills required both in person

and on the telephone when speaking with volunteers, staff, and organizations throughout the community

- Must possess excellent oral and written communication skills and work in a team environment
- Ability to provide professional customer service, have a willingness to accept new responsibilities and handle multiple projects
- Have the ability and initiative to work independently, multi-task, and work well with all levels of volunteers/staff on an as-needed basis
- Proven high-level data entry and retrieval skills are a must
- Candidate must have the ability to provide spreadsheets with necessary data for management review
- Able to lift and/or manipulate up to 25 pounds
- Must be able to sit and work at a computer for long periods of time

WORK SCHEDULE

- Position requires flexibility with a schedule that could change weekly based on need
- Will work up to 25 hours per week
- Most work hours will be Monday through Friday between 8 a.m. and 5 p.m.
- Position requires candidates to work some evenings and weekends on an as-needed basis

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.