JOB DESCRIPTION

Last Date Reviewed: 6/23/23

Job Title: DATA ENTRY ASSOCIATE

Department: Planning and Allocation **Location:** Morgantown, WV

ABOUT GABE'S

Gabe's was founded in Morgantown, WV in 1961 with a mission to offer customers the quality products that they want, at affordable prices they love. Today our mission continues as Gabe's expands into new and existing markets across 20 states. Gabe's enjoys an outstanding reputation in the communities we serve. This reputation is a result of living our values and making the best decisions for our associates, customers, and company. Together we will strive to deliver superior customer service, create a great work environment, and improve the value we deliver to our customers.

JOB SUMMARY AND PURPOSE

The Data Entry Associate supports the Merchandising department by performing purchase order data entry from assigned divisions. This position will work independently to verify, reconcile, and revise vendor orders, entering accurate data into the retail management software. This position also will provide administrative and clerical support to assigned department team members.

DUTIES AND RESPONSIBILITIES

- Review purchase orders for accuracy and make corrections as needed including changes to quantity, cost, retail, dates, etc.
- Input purchase order data into retail management software.

EDUCATION AND EXPERIENCE

- High School diploma or GED equivalent is required.
- One (1) year data entry, administrative support, or clerical experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work independently with little direct supervision.
- Knowledge of Microsoft Office products, particularly Excel.
- Demonstrated proficiency with computers.
- Ability to take direction and work collaboratively as part of a team.

SUPERVISION

This position does not have any supervisory responsibilities.

DISCLAIMER

This description does not state or imply that the duties listed are the only duties to be performed by the position incumbent. Justification for information provided in the job description may be requested. Employees are required to follow job-related instructions and perform other job-related activities assigned by their supervisor.

All requirements are subject to possible modification in order to provide a reasonable accommodation to individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or the public.