

# myca: material handling

<b>Position Title:</b>	<b>Data Entry</b>
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## **COMPANY SUMMARY:**

MYCA: Material Handling was named the 14th fastest growing Woman Business Entity in the U.S. by American Express and Women's Presidents Organization. MYCA is a leading disruptive innovator in technology solutions, uniquely set apart by providing customers with complete cost transparency and data visibility. MYCA: Material Handling is experiencing significant organic growth and is in search of new team members to further our growth.

## **POSITION SUMMARY:**

Our company seeks a reliable and experienced Data Entry professional. The successful candidate possesses quick typing skills, an analytical mind, exceptional attention to detail, and a passion for precision. We're looking for a long-term employee who wants to grow within our business. The position is contract for the first ninety (90) days, with the potential to become full time with health insurance, retirement benefits, and paid time off. Flexible hours and the ability to work remotely up to three days per week is negotiable after a minimum of one month of in-office training. Salary commensurate with experience.

## **Responsibilities include:**

- Accurately enter invoices into in-house database for payment processing
- Resolve transaction issues
- Maintain accurate equipment data in database for reporting
- Maintain accurate client and supplier information in database
- Special data projects as needed
- Assist with trouble shooting invoice discrepancies
- Provide general administrative support to Operations manager