



Equalizer Systems, a division of Days Corporation, has an opening for a Data Entry Clerk who is dependable, able to multi-task when needed in a fast-paced environment, and possesses a desire to be part of a growing team.

Job Summary

- Ability to understand business needs and customer requirements
- Order entry
- Invoicing customers
- Filing
- Provide paperwork to production
- Use creative thinking and judgement to develop new ideas and concepts

Qualifications and Requirements

- Proficient with Excel and Word
- Strong attention to detail and problem-solving skills
- Efficient written and oral communication skills
- Strong interpersonal skills, ability to work with staff at all levels in a team environment
- Strong work history
- Pre-employment drug test
- Pre-employment background check

Benefits include

- Medical, prescription, dental, vision coverage in a comprehensive package
- Health Savings Account
- Short and Long Term Disability insurance at employer's cost
- Life insurance at employer's cost
- 401(k) with employer match
- Vacation and Personal hours package

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