



Who We Are

A high percentage of automated machinery found in American factories is produced in Europe. Located in Dallas, NC, Rankin USA is a leading source of components for these European-made machines.

We have developed an effective supply chain of component manufacturers and trading partners to obtain the brands of products our customers require to keep their factories running.

Data Entry/Customer Service Job Description

Rankin USA is hiring a full-time data entry associate to work with our operations team by entering product, customer, and vendor data into various information management programs. This position requires working collaboratively across multiple teams within the company to maintain and grow long-term, profitable customer and vendor relationships.

Responsibilities

- Manage multiple Outlook email accounts to compile information from customers and vendors
- Use technical skills to collect and process data across multiple platforms to:
 - Accurately and efficiently prepare, organize, and manage customer accounts and product information
 - Assist our sales teams with quotation requests and order processing
 - Assist with ad-hoc, data-related projects and reports
 - Support improving business operations and decisions
- Proactively develop a thorough understanding of our industry, products, services, customer, and vendor needs

Skills

- Ability to manage a high-volume workload
- Maintain excellent attention to detail in a fast-paced environment
- Ability to prioritize and organize tasks effectively to maintain productivity
- Strong logical reasoning and pattern recognition skills
- Self-motivated and able to work independently and with a team
- Strong Excel and Microsoft Office competency
- Willingness and ability to learn new technologies
- Salesforce, Smartsheet, and QuickBooks experience preferred but not required
- Ability to communicate professionally with customers and vendors via email and phone
- Use basic math accurately: add, subtract, multiply, and divide in all units of measure

Minimum Qualifications

- At least 18 years of age
- Eligible to work in the United States
- High school diploma or equivalent

Schedule

- Full-time
- Monday-Friday
- 8:00am – 5:00pm
- No weekends, no overtime

We pledge to give our full and best effort to not only meet our customer's industrial components needs, but to exceed their expectations, earn their trust, and keep their business.

We'd love for you to be a part of our team. Interested? Scan the QR code to apply today!

