



Data Entry Specialist Job Description

Company Description

Located in DeKalb, IL Wehrli Custom Fabrication is a small but rapidly growing family owned and operated company specializing in the manufacture of high-performance diesel truck components and custom metal fabrication. Our continuing growth provides a special opportunity for the right person who wants to build professional expertise with a developing company. At WCFab we are a team playing group of individuals that take great pride in our reputation for providing the highest quality fabricated parts MADE IN THE USA.

In addition to our metal fabrication, we have a top-of-the-line CNC Machining Department, Powder Coating Services, and Performance division which handles the installation of our product as well as general maintenance and repair on light duty diesel trucks. To aid in the expansion of our product line and manufacturing capabilities, we have relocated (still in DeKalb) to a newly constructed state-of-the-art, climate controlled, 112,000 sq ft facility in January 2022.

Position Summary

This position is a part of our Administrative Department. This role will perform vital clerical and office tasks as well as assist the other administrative staff. This position reports directly to the Office Manager. **This is not a remote position.**

Key Roles and Responsibilities

- **Data Entry:** Enter customer and vendor information into company database
- **Order Tracking:** Track order progress through the fulfillment process, including communication with warehouse and shipping teams.
- **Order Communication:** Answer inquiries regarding order status, addressing concerns, and resolving any discrepancies.
- Misc. tasks and/or projects as directed by Manager

The information in this position description is intended to convey information about the key responsibilities and requirements of the position. It is not an exhaustive list of the skills, efforts, duties, responsibilities or working conditions associated with the opportunity. Responsibilities are subject to change.



Required Skills

- Excellent attention to detail
- Comfort with high volume of data
- Working computer knowledge including Microsoft Suite and basic computer applications
- Strong time management and organizational skills
- Ability to work independently
- Experience with NetSuite a plus

Qualifications

- High School Diploma or GED
- 2-3 years of data entry experience

Job Type: Full time, Monday to Friday 8:30am – 5:00pm

Pay Scale: Hourly based on experience

Benefits: 401K with Match, Paid Vacation, Paid Holiday, Paid Personal Days, Health, Dental, Vision and Life Insurance with Employee Coverage, Incentive Pay, Employee Discount, Company Apparel

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