

**Job Title: Data Entry Specialist**

**Role Facts:**

We are looking for our next A-Team member to join our team at Shape Products in Menomonie. You will work directly with orders from our key accounts, ensuring accurate and timely delivery.

- Create and prepare new orders and returns.
- Work with key accounts such as Home Depot, Lowes, and Menards.
- Prepare shipping labels such as BOLs according to the order instructions working with various carriers such as FedEx and UPS.
- Deliver outstanding customer service over the phone by answering warranty inquiries, offering order placement and tracking details, providing installation support, and generating personalized quotes.
- Collaborate with various A-Team members such as operations, shipping, and receiving.

**Benefits:**

The AmeriLux benefits package includes a nationally award winning zero-dollar deductible healthcare plan created to ensure peace of mind and comprehensive care for all A-Team family members.

Our onsite healthcare clinic, free to all team members, provides convenient access to high-quality medical care with a personalized touch from physicians who take the time to get to know you. In addition, we offer comprehensive dental and vision insurance, as well as disability and life insurance to ensure you and your family are protected. Our benefit plan includes a 401(k) match, employee assistance program, paid time off, and flex spending account access.

**The A-Team:**

At AmeriLux, we value culture above all else and look towards the future with optimism. Our goal is to place our team members in a position that will make them feel the most fulfilled. Our team members are empowered to make a play as we believe that the only people who have never made a mistake are those who have never done anything. We value new ideas and use the power of the magic of momentum as we continue to grow and add invaluable new members to the A-Team.