

**On Average, an Adult Laughs
Only 15 Times a Day.**

We consider this laughable here.



Known globally for its high-precision filling and closing machines, the German based groninger company is a world leader in highly sophisticated, innovative and customized solutions for manufacturers of pharmaceuticals, consumer healthcare and cosmetics. groninger USA, located in Charlotte, NC is the headquarters for our North American customer base. We offer an unparalleled work environment and outstanding career opportunities for manufacturing, sales, machine assembly, engineering, procurement and after sales support including field service. groninger USA offers a competitive salary and outstanding benefits. Come see for yourself!

Order Data Entry Specialist

Full time position; reports to Team Lead Parts & Projects



Your Tasks

- Enter customer requests, quotes and supporting documentation in our ERP system (PSI Penta).
- Process customer orders in our ERP system (PSI Penta).
- Work with logistics and procurement teams to meet parts delivery times.
- Technical understanding of machine function principles.
- Follow SOP's and workflows.
- Support the company's values and strategic goals.



Your Profile

- High School Diploma or GED required.
- Good verbal and written communication skills required.
- At least 1 year of ERP system experience required.
- Strong Microsoft Suite experience required.
- Strong organizational and time management skills with the ability to handle multiple tasks at once while completing quality work on a timely basis required.
- Technical understanding of the packaging industry preferred.
- Experience working in a manufacturing environment/ industry preferred

Please reply to:

jobs@groningerusa.com

