



JOB TITLE: Data Entry Office Assistant

REPORTS TO: Track Rental Coordinator

POSITION TERM: Part-Time, Flexible Hours

START DATE: Immediately

POSITION SUMMARY: WeatherTech Raceway Laguna Seca is seeking a reliable Data Entry Office Assistant to join our Team. Ideal candidates will have accurate typing skills, a keen eye for detail, familiarity with administrative duties, and ability to work as a team player and focus on individual tasks.

QUALIFICATIONS:

- Data entry from text-based and numerical information from source documents
- Well organized with attention to detail
- Excellent written and verbal skills
- Experience with Office 365 and other programs as needed
- Professional phone etiquette and customer service skills
- Ability to work well under minimal supervision
- Ability to work within tight deadlines
- General understanding of office machines and equipment

JOB DESCRIPTION:

This position works directly with the Track Rental Coordinator.

Duties include, but are not limited to:

- Data entry for track rental agreement forms
- Some invoice processing and spreadsheet maintenance
- Filing and other office duties as assigned

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