



www.ratelinx.com

Invoice Processing Specialist – PT Data Entry

Part Time – Madison, WI

Who We Are

Headquartered in Madison, Wisconsin, RateLinx is a thought-leader in customized supply chain management software and logistics consulting. We are working to completely transform our clients' supply chains. By providing integrated, actionable data, we help companies turn freight from a tactical necessity to a strategic asset through Integrated Data IntelligenceSM. We are innovative thinkers, problems solvers, and we are growing. At RateLinx, you will find a challenging, motivating and rewarding environment where your skills will soar.

What You Will Do

Use excellent logic and reasoning skills to capture customer data. This is not just basic data entry. No two customers are the same so there is plenty of variety in the information to be entered. Locate and interpret information in various types of invoices and supporting documentation. Enter mostly numerical data into specific fields in our proprietary software. Sort mail, code and scan invoices. This allows our customers to save money on freight costs and to have access to real-time data. Though you will contribute to providing outstanding service to our customers, this is not a "customer service" position. A phone will not be at your desk to distract you. The Invoice Processing Specialist applies attention to detail and problem solving skills to detect and help resolve invoice errors. We pride ourselves on being reliable.

Qualifications

- Ability to make fast, simple, repeated movements of fingers, hands and wrists utilizing 10-key pad (**minimum of 9,000 keystrokes per hour**)
- Strong ability to use Windows based programs, computer and scanning equipment
- Experience in data entry, especially with the 10-key pad
- Knowledge of Microsoft Word, Excel and Adobe Acrobat
- Attention to detail, accurate, organized, efficient
- Ability to read and understand a variety of information presented in different formats from a variety of sources
- Resourceful problem solving skills, with the knowledge and confidence to ask the right questions so problems, issues or concerns are addressed quickly before they occur or become critical.
- Responsive and reliable with keen attention to details.
- Desire to enhance current methodologies through innovative and collaborative approaches to exceed customer expectations.
- Ability to lift up to 30 pounds
- Logistics experience a plus

This Job is for You if You Thrive in an Environment Where

- The focus of the job is on producing high quality, detailed work based on established standards, guidelines and procedures.
- You perform consistent and precise work output.
- You work at a steady pace and don't mind repetitive routines.
- Your decision-making is based on defined policies and procedures.
- The job is structured.

Why Work for RateLinx

Besides being a part of a great team dedicated to optimizing our customers' supply chains, check this out:

- We are located on the East side of Madison off of American Parkway – we are close to restaurants, gas stations, shopping, etc. Take advantage of the pedestrian trail system right outside our building.
- Dress Code is casual.
- Free snacks, coffee and tea.
- Minimum of 24 hours/week during work week of Monday through Friday per agreed upon schedule between Employee and Manager. (Evening and weekend hours are not available).
- 401(k) with employer matching.

How to Apply

Apply online at www.ratelinx.com/logistics-software-careers