

Office Administrative Data Entry Specialist

Wings Insurance is a rapidly growing company which specializes in aviation insurance. We are looking for the right person to assist our team by providing part time data entry support. The applicant will be responsible for entering client information and update existing entries. Working from our Corporate Headquarters located at the Flying Cloud Airport in Eden Prairie, MN, the applicant will be responsible for entering client information and update existing entries. Wings Insurance is committed to providing our employees a stable work environment with equal opportunity for learning and personal growth.

ESSENTIAL DUTIES AND RESPONSIBILITIES including the following:

- Following established data entry procedures.
- Adhere to best data management practices and maintaining high standard of accuracy and efficiency.
- Address data inconsistencies by working with the appropriate department to correct.
- Other duties may be assigned

MINIMUM QUALIFICATIONS

- Education – High School Diploma or GED
- Strong typing and computer skills
- Experience using Salesforce preferred
- Strong communication skills
- Relentless willingness to learn
- Self-driven, ability to work independently and efficiently
- Honest, trustworthy and dependable
- Committed to helping grow the company

JOB TYPE

- Part Time M-F based on set schedule, 20-30 hours per week
- Training for this role will be in person, however; a remote work from home schedule is available once candidate is fully trained. Candidates must reside within a distance that will allow for occasional in person attendance at our Eden Prairie, MN location.

COMPENSATION

- Compensation commensurate with experience

NOTICE: All applicants must undergo an employment background check can include, but is not limited to, a person's work history, education, credit history, driving record, criminal record, medical history, use of social media, and drug screening

Send resume to: jobs@wingsinsurance.com