

About Us:

We empower relationships and deliver excitement in everything we do. Our team at WHP delivers dependable, creative, speedy, and cost-effective marketing materials through our solution-focused ideals, group integrity, and enthusiastic product mastery. With the ease of the customer experience in mind, management's commitment to individual and company growth, and the team's detailed project execution and considerate work environment, we make a positive impact in our customer and supplier partnerships.

What we are looking for:

Are you great with computers and are keyboard shortcuts your best friends? Welcome home! We are looking for a Production Specialist for our portfolio catalog to aid in building and maintaining our Production Dept. A successful candidate will be eager to learn and is comfortable in a fast-paced working environment with frequent shifts in priorities.

What you'll do:

- Ensure accuracy of all inputs to and outputs of information collected
- Verify and sort all source data for entry
- Research additional information as needed
- Enter data and tag assets into various platforms
- Organize and manage files according to established processes
- Create and maintain spreadsheets

What we're looking for:

- Juggler - You can manage multiple tasks and projects with ease without missing deadlines.
- Perfectionist - You have a healthy OCD to double and triple-check that something is accurate.
- Enthusiasm - You're energized by this type of work and take pride in your work product.
- Ability to type 65+ words per minute; touch typing system strongly preferred
- Intermediate knowledge of Google sheets and Word
- Basic understanding of databases
- 1 year experience as a data entry clerk
- Buyer experience is a plus!

Our Core Values:

- Customer-centric — You are passionate about delivering an end-to-end WOW experience for every customer.
- Transparent — You exchange information and feedback frequently to strengthen relationships, ensure alignment, and elevate problem solving.
- Results-driven — You aim high and go beyond tradition and standards to reach our goals.
- Constantly evolving — You're never satisfied and are unafraid to be better a version of yourself.

Perks:

- Competitive salary

- A leadership team that wants to do it right and is open to new ideas
- Health Insurance
- Paid Time Off

Job Skills and Traits:

- Quick learner
- Self-motivator
- Relationship Builder
- Customer Focused
- Creative Thinker
- Solutions Provider
- Team Player

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