

Froogle! We are currently seeking a Data Entry and Onboarding Specialist to help service our customers. We are a dynamic new economy company experiencing rapid growth. We care about the wellbeing of our customers and team members; and are looking for engaging people to help us.

What we do:

We are an ordering and advertising platform. We use technology to build profitable revenue for small to midsize restaurant and hospitality partners.

Who we are / Core Values:

Responsiveness: We value acting with a sense of urgency and being responsive to customer needs. Do it right. Do it now.

Hard-work: We thrive on competition and excel through hard-work.

Integrity: We value teamwork, honesty, fair play and the innovative spirit.

We aim to build an environment where individuals can grow, achieve and realize the best version of themselves.

Position Summary

The Data Entry and Onboarding Specialist is a computer savvy achiever with a keen eye for detail. They manage their time efficiently and use independent judgement on completing tasks on-time. They are prepared and responsive, willing to meet each challenge directly.

Job Responsibilities:

- Onboarding New Client's information into platform and supporting systems.
- Verifying and testing customer information and transaction details.
- Updating customer accounts and verifying changes.

- Communicate via email and phone with team members, partners, and customers regarding setup, transactions and updates.
- Additional office tasks such as filing, generating reports and presentations, setting up for meetings, transcribe minutes from meetings, and research assistance.

Required Skills

- Attention to detail and extremely accurate
- Excellent computer skills, especially typing
- Good communication and interpersonal skills
- Desire to be proactive and create a positive experience for others

Bonus Skills/Familiarity with:

- WordPress
- Hubspot
- Microsoft Office – Excel, Word, and Outlook
- Google Workspace
- Quickbooks

Job Location: Twin Cities – Minnesota, with possibility of partial remote

Job Type: Full-time or Part-time

Salary: \$24,000 - \$38,000