



Career Opportunity

ALS is Growing - Think of Your Possibilities!

ALS Group is one of the largest, most geographically diverse laboratory testing companies in the world. ALS has over 100 locations and in excess of 5,000 staff operating in 37 countries throughout Australia, North America, South America, Africa, Europe, and Asia. For more information, please visit our website at www.alsglobal.com.

How Can the ALS Group Help You Grow?

- Superb opportunities to grow within our company, as we plan to expand our workforce!
- Outstanding benefits plan to help support you and help you feel confident about growing your family.
- Comprehensive educational assistance programs to help you grow your career!
- Excellent work-life balance enables you to grow your activities and interests outside the workplace!
- Fantastic group, 401K plan, to help you grow your retirement fund.

Diversity

ALS is a worldwide company that intuitively embraces new ideas and different ways of doing things, as we have learned from our culturally diverse and global workforce. We love to promote from within. Once you start employment with ALS, your employment opportunities could grow from local to international!





Interested? Take the Next Step!

Carefully read the minimum requirements for this position and apply **if you meet or exceed** them. If you are interested in professional growth, working for an industry leader, and working for a company that embraces a culture that strives to reward those that make a difference, come join us!

We are currently recruiting for a:

Data Entry Clerk

Location: This position is located in Phoenix, AZ.

Reports to: Data Entry Supervisor

Position: 8:30 am – 5:00 pm

The Data Entry Clerk will enter data sent from customers on labels and forms into our laboratory information management systems.

Primary Responsibilities

- Accurately enter data received from customers into company Database
- Follow departmental guidelines for all data loaded
- Modify data periodically as prescribed by guidelines
- Meet minimum production requirements for assigned work
- Proof the work of others within the department to ensure a quality product
- Assist other departments including Customer Service and Sample Receipt
- Follow instructions given by the Data Entry Supervisor or appointee
- Follow Standard Operating Procedures (SOP's).
- Exercise laboratory safety practices.
- Produce quality workmanship.
- Strong commitment to quality and integrity.





Required Skills:

- High School Diploma required
- Must be bilingual English/Spanish (read, speak, write)
- Must have good computer skills, including Microsoft Office products, LIMS, and Internet based reference libraries.
- The ability to accurately enter 200+ samples daily by the end of our training period.
- The ability to learn all applicable Data Entry procedures.
- Attention to detail and good communication skills.
- High energy level, confidence and ability to thrive in a fast paced environment.
- Ability to work overtime, evenings and weekends.

We are an equal opportunity employer.

*We would like to thank everyone for their interest in ALS Laboratory Group
but only candidates selected for an interview will be contacted.*

Minerals

Coal

Environmental Tribology

Food & Pharmaceutical Industrial

