

Production Data Entry Clerk

\$18/hr

Frank Donio, Inc., a South Jersey produce distributor, is seeking a Production Data Entry Clerk to join our team. The ideal candidate will be detail-oriented, computer literate, and have strong communication and math skills. This role reports to our Production Manager and is critical to the smooth operation of our production and inventory systems.

Key Responsibilities:

- Accurate data entry
- Inventory control and reconciliation
- Record keeping
- Label formatting and printing
- Supporting the Production Manager with administrative tasks as needed

Job Requirements

- Minimum of 1 year of data entry experience.
- Strong computer and math skills.
- Excellent attention to detail and organizational skills
- Effective verbal and written communication skills
- Ability to work a flexible schedule, including weekends
- Bilingual (English/Spanish) is a plus

Work Environment

- Temperature-controlled, cold production environment.
- Standing, walking, and occasional light lifting (up to 25 lbs.) may be required.

Note: This is not an office position. The role is based on the production floor in a cold environment and requires standing for extended periods of time. The ideal candidate should be comfortable working closely with production and warehouse staff in a hands-on, fast-paced setting.

Package Overview: For Full Time Position

- 401k Retirement Plan with company match
- Affordable Medical, Dental and Vision Plans
- Flexible Savings Accounts
- Paid Time Off
- Potential Non-Guaranteed End of Year Bonus

Frank Donio, Inc. is a 4th generation, family-owned organization. We provide the highest level of customer service to the largest grocery retailers across the US.

Located in Hammonton, New Jersey, Frank Donio, Inc., has over 150,000 square feet of temperature-controlled warehouse, cooler, freezer, and production space. The company also has affiliated agricultural production operations in the Hammonton area.

Visit our website at <http://www.donio.com>.