

Family Life Center International

2130 Wade Hampton Blvd.
Greenville, SC 29615

Contact: Steve Wood, President

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CRM Software Administrator & Data Entry Person – Part-Time Position

RESPONSIBILITIES

- Administration of NetSuite (similar to Salesforce): an ecommerce and CRM cloud-computing software application for a religious non-profit organization
- Data entry
- Daily processing batches from online orders and donations
- Maintaining mailing lists and email lists
- Generating monthly reports from NetSuite activity
- Minor HTML updates to shopping cart
- Trouble-shooting NetSuite technical problems utilizing tech support services

SKILLS

- Computer literate, proficient in MS Office Suite (Word, Excel, Outlook)
- Familiarity with CRM and ecommerce software (specific training in NetSuite available)
- Detail oriented person with highly accurate data-entry
- Excellent oral and written communication skills
- Plans for long-term Greenville area residency
- Highly reliable and dependable
- Basic HTML knowledge highly desired

HOURS

- Part-time position approximately 3 hours per day (mornings), 15 hours per week

Important Note: We are seeking a person desiring long-term part-time employment. We ask that those seeking only temporary employment not apply.

About Us: The Family Life Center is a Catholic non-profit organization promoting faith, fatherhood, and family life throughout the U.S. and in dozens of foreign countries. We have a positive and pleasant working environment. We invite responsible and reliable prospective employees to contact us if interested in this position. A brief resume with contact information and references is suggested. A background check is required of all employees.