



## Office Assistant

ECIGRUSA LLC  
Dallas, TX, USA

\$14.50 to \$15 Hourly

Dental, Medical, Vision

Full-Time

### Why Work Here?

*"Unique to its industry- Worldwide Vape is all about customer service. Wholesale or retail- we do it all."*

### JOB DESCRIPTION AND RESPONSIBILITIES:

Transfer data from paper formats into computer files or database systems.

Input customer data into the ERP system.

Create spreadsheets in Microsoft Excel.

Verify data by comparing it to source documents.

Update existing data.

Data compilation, data organization, and data mining.

Preparing and sorting documents for data entry.

Resolving discrepancies in information and obtaining further information for incomplete documents.

### Requirements:

Attention to detail.

Ability to meet deadlines.

Excellent knowledge of word processing tools and spreadsheets (MS Office Word, Excel etc.)

Education: High school or equivalent (Preferred)

Experience: Office/Admin Assistant (at least one year experience preferred)

Job Types: Full-time, Contract

Pay: \$14.50 - \$15.00 per hour



**About ECIGRUSA LLC:**

Worldwide Vape (WWV), was founded in 2017 with the intention of providing high quality, easily accessible alternatives to traditional smoking as well as a multitude of options for regular vapers. With our dedication and special focus on customer feedback WWV has become one of the largest vape wholesalers in USA.

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Company website: <http://wwwvape.com>

Company address: 10601 King William Dr. Dallas, Texas 75220

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