AAEON Technology Inc, an ASUS Associated Company, is a leading manufacturer of advanced industrial and embedded computing platforms.Committed to innovative engineering, **AAEON** provides integrated solutions, hardware and services for premier OEM/ODMs and system integrators worldwide in IOT and Industrial IOT with focus on Artificial Intelligence on the edge.

AAEON also offers customized end-to-end services from initial product conceptualization and product development on through to volume manufacturing and after-sales service programs.

AAEON is an Associate member of the Intel® Internet Of Thing Alliance.

AAEON has well established, strategically positioned branch offices across the U.S., Europe, Mainland China and Singapore.

To give support to our Purchasing team we are looking for a very detail-oriented Data Entry Specialist who will be assigned with the overall ownership of part number creation.

Data Entry Specialist

With accuracy as your second nature, you are driven by your activities being predictable and by not making any mistakes. You consider yourself to be a perfectionist!

Your daily tasks and responsibilities include but are not limited to:

- Creating and maintaining all AAEON Europe (AEU) part number and bundle part number creation in the ERP system
- Creating all AAEON Taiwan part number and for updating the internal transferring price and selling price case by case.
- Managing all UP-shop part number and bundle part number
- Creating and maintaining the associated documents such as declaration of conformity, certifications of user manuals and assembly standard operating process for shop user
- Creating all the bill of material for local assembly projects
- Creating all part numbers for AEU p-trade products and for managing the associated documentation.
- Communicating effectively with all relevant stakeholders (internal/external located in EU and Asia)
- Any other relevant activities management may require

Your profile:

- You have an intermediate vocational education (MBO-level 4) diploma
- At least 2 years' experience in a data entry/admin support role
- You have good computer (MS office) and technical skills including software/data base knowledge (experience with ERP system, Oracle or SAP is considered an advantage)
- You have solid communication skills in English and Chinese
- You are a self-starter who can work independently and able to prioritize tasks to meet daily deadlines
- Your output is accurate and of very high quality due to working with attention to detail
- You are a team player and a great colleague

We offer:
- A dynamic multicultural working environment
- Personal and Professional development opportunities

- Great team spirit!
- An excellent opportunity to learn about AI and IoT
- Competitive compensation package
- Education and fitness benefit
- 30 days annual leave
- Pension plan

We will only consider direct applicants; acquisition is NOT appreciated!
If you're interested, submit your resume and cover letter to:
HR@aaeon.eu