



Job Title: *EMV Data Administrator*

Reports To: *CFO*

Office Location: Irvine, CA

Who are we?

Custom Business Solutions was founded in 1994 and has been innovating the hospitality industry ever since. We help hospitality professionals build more efficient restaurants and bars and we need people like you to help make sure their business stays on track. Our dynamic team is seeking a passionate EMV Data Administrator with high organization and attention to detail. In addition to being a valuable contribution to our team, Custom Business Solutions offers opportunities for growth and development throughout the company.

Job Description

As the EMV Data Administrator, you will enter merchant and hardware data from various source documents into a proprietary system for storage, processing and data management purposes. Primarily entering client's merchant ID data and EMV devices serial numbers into multiple systems.

Main Job Tasks and Responsibilities

- Prepare, compile and sort documents for entry
- Check source documents for accuracy
- Verify data and correct where necessary
- Obtain missing information for incomplete documents from clients, team members and processors
- Combine and rearrange data from source documents where required
- Enter data from source documents into BroadPOS or into SlipStream website
- Check completed work for accuracy
- Store completed documents in designated locations
- Respond to requests for information and access relevant files
- Comply with data integrity and security policies
- Due to the highly sensitive nature of the work, team member must be trustworthy and CBS will be required to perform a background check. Any financial fraud will automatically eliminate team member from consideration.

Education and Experience

- AA degree or above required
- 2 plus years working in administration or data entry
- Formal computer training an advantage
- Proficient in relevant computer applications such as MS Office (Excel, Word, Outlook)
- Accurate keyboard skills and proven ability to enter data at the required speed
- Competent business writing to include spelling, grammar and punctuation

Personal Strengths

- Planning and organizing
- Information collection and management
- Problem solving



- Attention to detail
- Decision making skills
- Communication skills
- Confidentiality
- Ability to work under pressure
- Team Player

Physical Requirements

- Ability to sit, type and look at a computer for long periods of time
- Ability to move around and carry files or documents, if needed
- Ability to work at the Irvine, CA office
- Ability to listen and speak clearly
- Vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- Ability to lift and move up to 10 pounds

Perks of the Job

- Competitive Salary
- Paid Vacation/Sick Time
- Birthday Cake Celebrations
- Company-paid Health Insurance
- Dental/Vision/Life Insurance Coverage
- 401(k)
- Corporate Outings, Cookouts, Customer-Sponsored Lunches