

# DATA ENTRY CLERK

PART TIME 8-WEEK CONTRACT, WITH POSSIBILITY OF  
EXTENSION

\$18/HR

ANTICIPATED START DATE: JAN 13, 2020

## JOB POSTING

POSTED: DEC 13, 2019

Due to an improvement and modernization initiative, Community Living St. Marys & Area is searching for a short term Data Entry Clerk for 16-20 hours per week for 8 weeks with possibility of extension. The successful applicant will be assisting with the transformation of our agency's storage of records and other documentation. If you are a detail oriented professional with data entry experience, we encourage you to apply.

### Responsibilities Include:

- Collecting and entering data into the database
- Transferring data from paper formats into computer files or database system
- Creating spreadsheets
- Maintaining accurate records
- Performing clerical and administrative duties in an office setting including preparing documents, sorting mail, filing, etc

### Skills Required:

- High school diploma/GED
- Proficiency with MS Word, Excel
- Must be able to lift 20 lbs
- Good communication and organizational skills
- Reliability and professionalism with proven track record
- Current (within 6 months) vulnerable sector check

**How to Apply:**  
**Apply with cover letter and resume by Dec 30, 2019, 8am to the Hiring Committee by email:**

[hrclsma@clstmarys.ca](mailto:hrclsma@clstmarys.ca)

**We thank all applicants, however only those selected for an interview will be contacted. NO PHONE CALLS PLEASE.**

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, Community Living St. Marys & Area will make every effort to accommodate applicants with disabilities in its recruitment process.



**Our Mission: To nurture the ability and willingness in our community to welcome and support all people as valued and contributing citizens.**