

DATA ENTRY CLERK

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 (flexible) for 8 weeks with possibility of extension. There is an anticipated start date of Jan 13, 2020. 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. Rate of pay is \$18/hr

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

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