

DATA ENTRY CLERK

PART TIME 8-WEEK CONTRACT, WITH POSSIBILITY OF EXTENSION

\$18/HR

ANTICIPATED START DATE: NOV 9, 2020

LOCATION OF WORK: IN ST.MARYS OFFICE WITH ABILITY TO WORK REMOTELY

JOB POSTING

POSTED: OCT 22, 2020

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.

How to Apply:

Apply with cover letter and resume by Oct 29, 2020, 12pm 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.

Responsibilities Include:

- Collecting and entering data into the database
- Transferring data from electronic and 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



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