

https://intscanada.com/job/%e5%86%85%e8%a3%85%e5%85%ac%e5%8f%b8/



Description

We are looking for Data Entry Clerk preferable experienced to perform variety of tasks who are willing to grow within the company. This position will be good fit for a self-motivated person, who either has experience or interested in entering this field.

Responsibilities

- Receive and process invoices for payment and update invoice details
 accordingly
- Accurately enter data into corresponding fields within various software programs
- Identify and correct data entry errors using appropriate quality control methods
- · Perform related tasks like ordering office supplies and filing documents
- Manage and organize records and files
- Prepare relevant reports as needed
- · Provide general data entry support across many teams on an ad-hoc basis

Qualifications

Must have 2 years of Data Entry Experience.

· Excellent communication skills both verbal and written

 \cdot Proficiency in MS Office (MS Excel, MS Word, Outlook, and MS PowerPoint, in particular)

· Excellent typing and data entry skills.

Job Benefits

- Dental care
- · Extended health care
- Life insurance
- Paid time off
- Vision care

Contacts Send your resume to intsconsulting.hr@gmail.com Employment Type Full-time

Job Location Ontario

Working Hours 8 hour??Monday-Friday

Base Salary \$ 15 - \$ 20

Date posted 2023?2?15?