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???? Data Entry Clerk

Hiring organization
INTS Consulting ????????

Employment Type
Full-time

Job Location
Scarborough

Base Salary
$ 16

Date posted
2023?3?10?

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

· 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