



https://intscanada.com/job/%e6%b1%bd%e8%bd%a6%e4%bf%9d%e5%85%bb%e5%85%ac%e5%8f%b8/

## ?????? Data Entry Clerk

### 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](mailto:intsconsulting.hr@gmail.com)

### Hiring organization

INTS Consulting ??????????

### Employment Type

Full-time

### Job Location

Toronto

### Working Hours

8 hour shift

### Base Salary

\$ 15

### Date posted

20211124