

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
- $\cdot$  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

## Hiring organization

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

## **Employment Type**

Full-time

## **Job Location**

Toronto

## **Working Hours**

8 hour shift

#### **Base Salary**

\$ 15

## **Date posted**

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