



Job Posting – Data Entry Clerk (summer student) Term July 2 – August 31, 2018

Summary

Paskwayak Business Development Corporation requires a Data Entry Clerk with a strong level of familiarity with computers and software. Other requirements will include the troubleshooting of computer related issues, a high rate of typing, use of databases and the ability to offer excellent customer service while working in a fast-paced, team environment.

Paskwayak Business Development Corporation offers competitive wages, a positive work environment and the possibility for career advancement opportunities.

Duties

- Financial information data entry
- Checking records for duplication
- Perform basic management of electronic files (e.g. print, copy, and transfer)
- Perform general office duties such as photocopying, faxing, and binding
- Keep a clean, safe and organized work area.
- Adhere to policies, procedures and safety regulations
- Report discrepancies to immediate supervisor
- Perform other duties as assigned

Requirements

- Certificate in Business Administration (first year is sufficient)
- Keyboarding skills
- Quick to learn
- Knowledge of Word, Excel and Accpac
- Experience related to general administrative duties
- Ensure confidentiality when working with sensitive information
- Ensure attention to detail and to meet time lines

Submit cover letter and resume by 4:30 pm on June 27, 2018 to:

Attention: Human Resources

Paskwayak Business Development Corporation Ltd.

Box 10100

Opaskwayak, MB

R0B 2J0

pbdcbill@hotmail.com

Only those qualified or selected for an interview will be contacted.