

RNC**Employment Service**

905-727-3777

Aurora

222 Wellington Street East, Main Floor

Job Title

Data Entry Clerk**Job # 1902028**

NOC / NAICS

1422 / 541611

Date

February 28, 2019

Location

York Region
(Concord: Keele / Hwy 7)

Wages

\$14.00 per hour +4% vacation pay

Experience
(Yrs.) 0-1 1-3 3-5 5+

Hours/Week

40 hours/week

Employment
Type Perm Temp Seasonal
 FT PTSchedule
Availability

Monday to Friday 6:00am to 2:30pm

Benefits Available
After Probation Period No Yes: Access to online skills development database, Referral BonusWorkplace / Physical
Requirements

Safety shoes required

Company

Manpower has a variety of employment opportunities and are always looking for strong candidates. While working with Manpower you will have access to online courses to increase your skills.

Position Summary / Candidate Profile

Manpower is currently looking for Back Office / Data Entry Clerks to join a records storage and information management company in Concord. This is a rewarding and long term opportunity with potential to go to permanent role.

Job Duties

- Prepare, review and sort documents for scanning
- High volume data entry
- Removes staples, paper clips and other fasteners from documents to be scanned
- Bent corners or folded pages and straightened the sheet to be laid flat to the scanner
- Maintain record order and sequence

Requirements / Candidate Profile

- **Ability to type at least 8000KPH**
- Experienced in scanning - must be able to operate, clean and troubleshoot scanners
- Proficiency in reading, writing & communicating in English
- Computer proficiency - position requires significant data input and high rate of key strokes
- Ability to work at a sustained pace to meet production rates while producing quality work
- Detail oriented
- **Confidence to pass a Criminal Record Check**
- CSA approved safety shoes

How to apply

Manpower will be here for a JOB FAIR on Friday, March 15th @ 1pm-3pm to recruit for this and other opportunities. Register in advance to reserve your interview!

Disclaimer

RNC Employment Services reserves the right to submit applicant resumes in their sole judgement directly to employers only following registration. Registration in itself does not determine applicant job posting eligibility. Further RNC is not responsible for employer hiring decisions which may pre-empt registration.