

Data Entry Clerk

We are looking for a Data Entry Clerk to **account and enter** information into our database from paper documents. The ideal candidate will be computer savvy and a fast typist with a keen eye for detail. The team will make decisions based on accurate and updated data that are easily accessible through our systems.

Responsibilities

- Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners
- Type in data provided directly from various sources
- Verify data by comparing it to source documents
- Update existing data
- Retrieve data from the database or electronic files as requested
- Perform regular backups to ensure data preservation
- Sort and organize paperwork after entering data to ensure it is not lost
- Perform other tasks upon request

Requirements

- High school diploma or equivalent: additional academic qualifications or a combination of education and pertinent work experience will be considered
- Proven experience as data entry clerk, customer service representative or other pertinent role
- Excellent knowledge of MS Office with a basic understanding of databases, SAP Business One & WMS would be a definite asset
- Proficient in English and French both oral and written
- Working knowledge of office equipment and computer hardware and peripheral devices
- Fast typing skills, great attention to detail and customer service skills