

## Quick Employment

**Data Entry Clerk:** Mon. – Fri. 7:00 am – 3:30 pm, Cleveland, OH, areas 44105, 44106, and 44115  
\$13.00 per hour

**Job Summary:** To maintain attendance for multiple departments using Excel spread sheets, answer three phone lines, take messages, and deliver to the appropriate person or transfer calls when needed.

### Requirements:

- Experience working in an office setting
- Typing speed 30 - Word Per minute (WPM)
- Must be able to send emails and respond to emails
- Fax documents when needed
- Filing experience
- Good communication skills

### Job Duties:

- Enter data into Excel spreadsheets 75% of the work day
- File spreadsheets in alphabetical and numerical order
- Fax documents as needed

### Minimum Requirements:

- Must pass a drug test
- Must be willing to increase your office knowledge
- A high school diploma or its equivalent is a plus

Email your resume to [hr@quickemp.com](mailto:hr@quickemp.com) or upload on our Apply Now page