

Quick Employment

Entry Level Data Entry/Office Assistant: Mon. — Fri. 8:00 am — 4:30 pm, Downtown Cleveland, \$13.00 per hour.

Job Summary: To keep the office running smoothly by being a team member.

Requirements:

- One year of office assistant experience
- Typing speed 35— 40 Word Per minute (WPM)
- Experience answering a business phone
- Must be able to send emails and respond to email
- Fax documents when needed
- Filing experience
- Good communication skills

Job Duties:

- Enter information into Excel spreadsheets and Word documents 75% of the work day
- Answer a multi business phone line and take detailed messages and distribute messages in a timely manner
- Transfer calls to correct person when available
- File spreadsheets in alphabetical and numerical order
- Fax documents as needed

Minimum Requirements:

- High School diploma or equivalent is helpful
- Must pass a drug test
- Must pass a background screening
- Must be willing to increase your office knowledge

Email your resume to hr@quickemp.com or fax to (216) 361-3970 for employment opportunities.