

Quick Employment

Data Entry Clerk: Mon. – Fri. 7:00 am – 3:30 pm, Cleveland, OH, areas 44105, 44106, and 44115
\$15.00 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 45 - 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

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