

Data entry operator/ Canadian Consulting Engineers

Location: 10117 102 AVE Lac La Biche, AB, T0A 2C0

Workplace information: On site

Salary: 27.00 hourly / 40 hours per Week

Terms of employment: Permanent employment, Full time

Employment Conditions: Day, Evening, Morning

Employment Groups: Support for persons with disabilities, Support for newcomers and refugees, Support for youths, Support for Veterans, Support for Indigenous people, Support for mature workers, Supports for visible minorities

Start date: Starts as soon as possible

vacancies2 vacancies

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

Will train

On site

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

Receive and register documents for data entry

Enter data according to specified format

Transfer data between software

Verify accuracy and completeness of data

Store, update and maintain databases

Perform backup procedures to ensure data preservation

Perform general office duties

Classify, label and store diskettes/ disks and tapes of data

Create digital records using a scanner

Transfer handwritten data to Excel or Word documents

How to apply

By email: careers@cceab.ca

By mail: P O BOX – 987, Lac La Biche, AB, T0A 2C0

Job Location: P O BOX – 987, Lac La Biche, AB, T0A 2C0

Employer: Canadian Consulting Engineers