

Wieland-Davco Corporation

We are a construction company that has an opening for a part-time data entry/office clerk who will be responsible for entering daily orders. We are looking for someone with a very positive outgoing personality with a willingness to learn more and the ability to multi-task.

We are open to entry level positions and are willing to train. We are looking for positive and friendly candidates who will assist and provide support to our staff.

Position: Data entry/ office clerk assistant

Salary: \$25.00 Per Hour

Hours: 18-20 hours Per Week

Application Instructions: All resume should be sent to jobs@hamelconstruction.net

Closing Date: Monday, March 4, 2019

Position Requirements:

- Demonstrated excellent organizational skills
- Keyboard/type 50 wpm, fast and accurate data entry skills
- Attention to Detail
- Proficient with Excel, MS Word and Outlook
- Ability to communicate clearly and concisely, verbally and in writing
- Must be highly organized and able to prioritize to meet deadlines
- Energy level appropriate to a fast-paced organization
- Monitoring daily schedules
- Dependable
- Quick learner

Qualifications:

- Good communication skills with a customer focus (both listening and verbal skills)
- Ability to handle multiple tasks and meet deadlines
- Ability to calculate simple math
- Must possess and use organizational and analytical problem solving skills