



DATA ENTRY CLERK

Our Client, MAC & MAC Hydrodemolition Services Inc., is currently searching for a Data Entry Clerk to join their team in Surrey, BC. This client centered team and professional staff have created a culture of support, trust and respect to meet the ever-growing demands of the business.

Reporting to the Controller, the Data Entry Clerk will be an integral part of the team and provide day to day administrative support in a confidential and trusted manner. We are looking for someone who is professional, reliable and exhibits a professional appearance and has an excellent command of the English language, both verbal and written.

Responsibilities

- Data entry, including invoices
- Responding to routine customer and client service requests
- General office duties
- Maintaining filing system
- Ability to work independently and in a team environment
- Basic accounting support
- General office administration
- Reception duties, including answering phones, and sending/sorting mail

Skills and Qualifications:

- Proficient typing skills along with excellent accuracy
- Typing minimum 40 wpm (test will be administered)
- Experience in an administrative environment would be preferential
- Excellent English – verbal and written communication skills
- Professional telephone and email manner
- Outgoing and personable
- Communicate regularly and openly with team members
- Ability to prioritize workload, multitask, be proactive, and work independently
- Attention to detail; ability to be thorough in accomplishing a task with concern for all areas involved, no matter how small
- Excellent literacy and numeracy skills
- Organization abilities along with administrative skillset
- Good customer service skills
- Must have a valid driver's license along with access to a vehicle

If you are an experienced Data Entry Clerk or willing to learn with an eye for details, excellent typing skills and who is highly organized and not afraid to roll up your sleeves, then we want to hear from you! This role will be of interest to a recent grad, that is self-motivated and eager to learn.