



Employment Opportunity: Data Entry Clerk

Location: L'Ardoise, NS
Job Title: Data Entry
Reporting To: Office Manager
Closing Date: 2022-03-11
Salary: To be Negotiated
Positions Available: 1

Background

Are you interested in an exceptional job opportunity with one of Atlantic Canada's top seafood suppliers? Lobsters 'R' Us Seafood is currently looking for a reliable, punctual and motivated individual to join our team as a Data Entry Clerk during the 2022 season. Contact us today to learn more about our competitive wages and commitment bonus!

Requirements

- Reliable means of transportation
- Experience with Microsoft office programs
- Post-Secondary business or similar education
- Maintain highly confidential information
- Prior work experience is desired

Responsibilities

- Perform data entry associated with accounts payable
- Effectively communicate with co-workers and management
- Accurately track and record incoming and outgoing shipments
- Perform administrative duties such as filing, typing, copying, scanning etc.
- Perform clerical duties, such as maintain filing and record systems
- Strong attention to detail and ability to prioritize tasks accordingly

Application Instructions

To apply, please submit an online application at www.lobstersrus.ca/career-opportunities
OR send us your resume via email at employmentopportunities@lobstersrus.ca

****Applications should be submitted by end of day March 11th, 2022****