

MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	WORK AT HOME INFORMATION & REFERRAL DATA ENTRY SPECIALIST
JOB NUMBER	3798
NUMBER OF POSITION/S	1
NOC CODE	1422
CLOSING DATE	2020-10-19
LOCATION	Winnipeg, MB Downtown
ACCESSIBLE BY TRANSIT	Yes
HOURS PER WEEK	40
HOURLY WAGE RANGE	TBD
JOB TERMS	Full time
JOB DESCRIPTION	the Information & Referral Data Entry Specialist is responsible for the collection and entry of information on human services in Manitoba for Manitobas community services information database.
JOB DUTIES	<ul style="list-style-type: none"> - Identifying resources that require updating - Connecting with the appropriate contact person for each resource - Requesting relevant and up to date information, by telephone or electronically - Collecting information from relevant print and electronic sources - Creating and updating resource records in the database, through data entry - Other duties as assigned
QUALIFICATIONS, REQUIREMENTS & SKILLS	<ul style="list-style-type: none"> - Comfortable working with online databases, including knowledge of database structure - Excellent oral and written communication skills - Proven interpersonal skills and commitment to superior service. - Strong organizational skills including the ability to manage and follow up on requests for data - Detail-oriented and able to meet deadlines and multi-task - Proficient in the most recent version of Microsoft Office, including word processing and spreadsheets. - Excellent computer skills with accurate keyboarding. Previous data entry experience is required. - Demonstrated ability to work independently with minimum supervision, as well as collaboratively and cooperatively as part of a team. - Ability to work effectively in a work-from-home setting and has access to wi-fi. - Knowledge of community services in the Province of Manitoba

MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

APPLICATION PROCESS	Send targeted resume Apply through your CC
APPLICATION DETAILS	Apply to your career coach with a targeted resume and cover letter quoting Job Number and title
JD	Chris Brown