



## Data Entry Clerk - NOC 14111

### Description

#### About us:

A&M Canadian Immigration Law Corporation is a leading law firm specializing in immigration services. Based in Canada, our firm is dedicated to providing exceptional legal advice and representation to individuals, families, and businesses navigating the complexities of Canadian immigration law. With a team of experienced professionals, we pride ourselves on delivering personalized and efficient services to meet our clients' unique needs.

#### Job Description:

We are seeking a meticulous and dedicated Data Entry Clerk to join our team. The ideal candidate will play a crucial role in ensuring the accuracy and integrity of our data systems. This position is integral to maintaining our high standards of client service and operational efficiency.

### Duties

#### Responsibilities:

- Receive and log invoices, forms, records, and other documents for data entry.
- Enter data into computerized databases, spreadsheets, or other templates using a keyboard, mouse, optical scanner, speech recognition software, or other data entry tools.

### Closing Date

July 1, 2025

### Categories

Business, Finance  
and Administration

### Employer

Dr A&M Canadian  
Immigration Law  
Corporation

### Location

Fort Garry

### Address

1325 Markham Rd  
#12 Winnipeg, R3T  
4J6

### Job Type

Permanent

### Education Level

High School

### Email

- Transfer data between different software applications.
- Ensure data accuracy and completeness.
- Identify, label, and organize electronic storage media.
- Maintain libraries of electronic storage media.

## **Qualification**

### **Requirements:**

- Previous experience as a data entry clerk is not required but is considered as an asset.
- Excellent typing skills with a high degree of accuracy.
- Proficiency in Microsoft Office Suite and data entry software.
- Strong attention to detail and organizational skills.
- Ability to handle confidential information with discretion.
- Good communication skills and a team-oriented mindset.