

Entry Level Data Entry/Office Assistant: Mon. – Fri. 7:00 am – 3:30 pm, Cleveland, OH, South East area \$11.00 per hour

Job Summary: To maintain attendance for multiple departments using Excel spread sheets, answer three phone lines, take messages, and deliver to the appropriate person or transfer calls when needed

Requirements:

- One year of office assistant experience
- Typing speed 30 – 35 Word Per minute (WPM)
- Experience answering a business phone
- Must be able to send emails and respond to email
- Fax documents when needed
- Filing experience
- Good communication skills

Job Duties:

- Enter daily working hours of employees into Excel spreadsheets 75% of the work day
- Answer a multi business phone line and take detailed messages and distribute messages in a timely manner or transfer calls to correct person when available
- File spreadsheets in alphabetical and numerical order
- Fax documents as needed

Minimum Requirements:

- High School diploma or equivalent
- Must pass a drug test
- Must pass a background screening
- Must be willing to increase your office knowledge
- Must practice COVID-19 guidelines

Email your resume to hr@quickemp.com or fax to (216) 361-3970 for employment opportunities