

Data Entry -Summer Student

The Metis Nation – Saskatchewan Citizenship Registry has an opening for a Data Entry Summer Student. This position is based in the Provincial Citizenship Registry office in Saskatoon. Office hours are Monday to Friday 8:30- 5pm.

Please submit resume, references, and cover letter to info@mnsregistry.ca by June 12, 2019.

Only successful applicants will be contact.

Requirements

- Attending post -secondary.
- Proficient in the use of word processing and spreadsheet software
- Able to type at a quick rate, while making very few mistakes
- The ability to follow instructions
- The ability to pay close attention to details
- Able to work with numbers, and comfortable with basic arithmetic
- Able to multitask, while prioritizing work
- Excellent organizational skills
- Strong Microsoft office knowledge
- Must have the ability to work autonomously but enjoy working in a team environment.
- Understanding of filing systems, retrieving and refiling documents and client files.

Responsibilities

- Photocopy and collate documents for distribution, mailing and filing
- Sort, process and verify application forms and other documents
- Input data into computerized databases, spreadsheets or other templates using a computer, keyboard, mouse, or optical scanner, or other data entry tools
- Import and/or export data between different kinds of software
- Verify accuracy and completeness of data
- Identify, label and organize electronic storage media
- Maintain libraries of electronic storage media
- Other duties as assigned by supervisor.