

Job description – Data Entry

The Lifesaving Society Alberta and Northwest Territories is seeking an individual who meets the Canada Summer Jobs grant criteria for the role of Data Entry Clerk. The Data Entry Clerk will complete data entry into our Member Management system, online learning academy, online store, and financial systems. Tasks include entering data, answering phones, responding to member inquiries, shipping and receiving support, and printing of resources.

The successful candidate is enthusiastic, motivated, has attention to detail and has the ability to work in a multi-faceted organization. The Data Entry Clerk will directly report to the Member Relations Manager and work closely with the staff team. The successful applicant will also collaborate with Society staff on organizational priorities, operations, sport and recreation activities and initiatives to support our members, affiliate delivery partners, leadership volunteers, and the public.

Data Entry

- Award processing, financial, phone orders
- Pull reports
- Print and mail certifications / licenses
- Website (Including online shop and online training academy) content updates

Shipping & Receiving

- Collecting and preparing mail
- Receiving packages
- Phone order entries
- Support for picking orders and shipping products to customers

Customer Service

- Answering phones
- Responding to member inquiries
- Email and time management

GENERAL

- Set goals, strategies and tactics to achieve work plan outcomes
- Identify the required resources required to achieve goals
- Provide input for evaluation and reporting
- Attend meetings
- Other duties as required

Attributes

- High level of accuracy in data entry
- High attention to detail
- Positive, outgoing personality
- Strong communication skills (written and verbal)
- Effective interpersonal and teamwork skills
- Customer service orientated
- Ability to offer and receive feedback and ideas
- Excellent organization and multi-tasking skills
- Problem solving with the ability to resolve issues
- Adhere to the policies, procedures and Lifesaving Society Code of Conduct

Qualifications

- Must be at least 18 years of age
- High School Diploma
- Clear Criminal Record Check with Vulnerable Sector Check
- Class 5 Driver's license and access to a personal vehicle for work
- Proficient in the Microsoft Office Suite
- Lifesaving Society leadership certifications would be an asset

Pre-Employment Requirements

- Security Clearance
- Driver's Abstract
- Ability to lift 50lbs
- Use of personal vehicle to attend off-site storage
- Willingness to work on evenings, weekends as required

Job Type: Fixed Term Contract, 35-hour week

Salary: Up to \$20.00 per hour

Benefits:

- On-site parking

Flexible Language Requirement:

- French not required

Schedule:

- Monday to Friday

Experience:

- Data entry: 1 year (preferred)

Work Location: In person

Expected start date: 2024-05-27