

Position Title: Data Entry Assistant

Position #:

Reports To: Director of Legislative Services/Clerk
Manger of HR
IT Manager

Department:

Service Area: **Executive Services**

Last Updated: January 2025

Association:

General Purpose of the position: Join a variety of our teams including Information Technology, Humans Resources and the Clerk's Department. Assist with data entry and data management project while gaining experience with a number of different teams throughout the organization. Your assistance will be vital in digitizing our information and helping to on board new systems.

Functional Duties:

1. Provide document retrieval and dissemination services.
2. Assist with maintaining and organizing corporate records.
3. Extraction, verification and input of digital and paper records in to document management system
4. Assist with compilation and preparation of paper records for scanning and importing to the data management system

Certifications or Licensing Required:

Certification or Education Assets: Currently enrolled in post-secondary education in Business Admin. or related field.

Additional Information on Position: This position normally works 35 hours per week for up to 17 weeks per year.