



CHRISTMAS BUREAU OF EDMONTON Job Description

DATA ENTRY CLERK

JOB SUMMARY:

The Data Entry Clerk will be responsible for data entry for the Christmas Bureau of Edmonton's Client Program. The Data Entry Clerk will maintain confidentiality and act professionally at all times according to the mandate, mission, values and code of ethics of the Christmas Bureau of Edmonton.

POSITION DUTIES:

1. Verification and input of client applications (i.e. check for missing and accuracy of information and/or duplication).
2. Input client information into data base programs with accuracy.
3. Update client records on data base programs.
4. Assist with opening and sorting of mail as required.
5. Other clerical duties as assigned (i.e. filing, mail out, etc.).

REQUIRED SKILLS & EXPERTISE:

This position requires:

1. Excellent keyboarding skills, 60 plus WPM
2. Ability to work in a database environment.
3. Attention to detail.
4. A working knowledge of office procedures.
5. Competent in Windows MS Office.
6. Ability to work with confidential information.
7. Ability to work independently and as a member of a team.
8. Ability to work in a high volume and fast paced agency.
9. Excellent interpersonal skills.

DESIRED OUTCOMES

- Christmas Bureau image and values are maintained and enhanced
- All client files received are entered in the data base with high accuracy and in a timely manner
- Client services are provided within the guidelines established
- Christmas Bureau policy, procedures and strategic tasks are adhered to

SUPERVISION & ACCOUNTABILITY:

The Data Entry Clerk will be accountable to the Executive Director of the Christmas Bureau of Edmonton through the Client Program Manager.