

Internal and External Hiring: IT Data Entry Clerk

POSITION TITLE: IT Data Entry Clerk
DEPARTMENT: IT Department
SUPERVISOR'S TITLE: IT Director with secondary reporting to Webmaster
POSITION STATUS: Non-Exempt

PRIMARY FUNCTIONS:

Data entry clerk is responsible for performing data entry of information to maintain database(s) through custom software. This position ensures accuracy, efficiency and retrieval of processed data. Data entry clerk also proofs material entered as required and generates data reports as required.

Responsibilities

- Data entry.
- CROSS support.
- Various IT administrative functions.
- Other duties as assigned by supervisor.

Key Performance Metrics

1. Timely and accurate completion of all administrative functions.
2. Timely and accurate completion of all forms.
3. High level of customer satisfaction.

Minimum Qualifications & Educational Requirements

- Entry Level
- Familiarity with Microsoft Office Suite
- Ability to utilize CROSS on a daily basis and other CCA software.

This position is open to the general public. Applications will not be accepted after Friday November 11, 2016.

TO APPLY: Send cover letter and resume to jobs@clevelandcatholiccemeteries.org. Only resumes/application emailed to jobs@clevelandcatholiccemeteries.org will be reviewed. No phone calls or walk-in applications, please. E.O.E.