

DATA ENTRY CLERK

Reporting to: Operations Manager

Department: Production

Octacom Limited is an enterprise software and services company focused on document and data management solutions. Founded in 1976 and headquartered in Richmond Hill, Ontario, Octacom specializes in document management and workflow automation software as well as document imaging services, and leverages its proprietary Odis™ Document Management Software to provide a robust, secure and cost-effective solution to clients globally across a wide range of industries. Octacom's core solutions focus on financial process automation, enabling large enterprise clients to streamline and optimize their Accounts Payable and Accounts Receivable processes.

Role Overview:

Octacom is seeking a diligent, proactive and confident **Data Entry Clerk** to work on a full-time basis from 8:00 am – 4:00 pm, Monday to Friday. The successful candidate will be required to learn Octacom's business and will **work remotely after training onsite** for the duration of the probationary period or earlier if the training goals are met sooner than expected.

Responsibilities:

- accurate interpretation and entering of data in the computer system;
- querying mainframe systems to check illegible information on documents in order to enter data correctly;
- review, proof read, edit and verify forms or other written material for accuracy in content of information;
- completion of required tasks within the desired deadline; and
- exercising security in safeguarding confidential or sensitive information.

Qualifications and Skills:

- advanced knowledge of MS office;
- 8,000 to 10,000 Alphanumeric keystrokes per hour;
- invoice processing experience an asset;
- excellent written and oral English language skills in order to complete assigned tasks accurately;
- speed and accuracy with attention to detail; and
- ability to meet deadlines.

**Work Environment:**

- sitting at workstation for an extended period of time; and
- consistent wrist, finger and hand movements.

Application

We thank all applicants for their interest in Octacom; however, only chosen applicants will be contacted. Octacom is an equal opportunity employer, and we welcome and encourage applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

Please note that any offer of employment will be conditional upon background and reference checks.

Octacom is committed to the health and safety of its employees and compliance with the requirements of the Occupational Health and Safety Act (OHSA) and other relevant legislation.

Employment Type

Full-time; Permanent; Day Shift