



Claybrooke Marketing, Canada's premier provider of retail productivity solutions, trade marketing services and operational solutions for retail organizations and manufacturers is seeking a Data Entry Specialist for our corporate office in Oakville, Ontario.

Roles and Responsibilities

Supports the account in both day to day activities as well as program & project initiatives by performing the following duties:

- Data entry
- Data cleansing
- Data reconciliation
- Preventative data checking and analysis
- Ad-hoc spreadsheet clean up
- Transposing data into required formats for import
- Verifying data for accuracy and completeness
- Actively monitoring and reporting data quality concerns

Qualifications

- Experience working with data, databases and / or data entry
- Intermediate to advanced efficiency with Excel
- Experience with Access an asset
- Extremely keen sense of attention to detail
- Excels at work that can often be quite repetitive
- Demonstrated logical thought process
- Team player with strong work ethic
- Ability to effectively manage multiple deliverables
- Self-motivated and resourceful
- Quick learner

Education and Experience

High school minimum

Minimum of 1 - 2 years of Microsoft Office experience with a focus on Excel

This job description is not intended to be all inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization

If you would like to be considered for this position, please send your cover letter and resume via email to hr2@claybrooke.ca. We thank all candidates for their interest but only those candidates to be interviewed will be contacted.