

JOB POSTING:

DATA ENTRY ASSISTANT

FULL TIME



Date Posted: September, 2021

TENURE

Permanent, Full-Time

[APPLY NOW](#)

LOCATION

Hamilton OR Ottawa, Ontario. Remote work will be considered for the right candidate.

REPORTS TO

Director of Data and Evaluation, Cardus

WHO ARE WE LOOKING FOR

You have crazy computer and typing skills, and are uncommonly computer savvy.

You show great fluency with spreadsheets and databases.

You take satisfaction in moving mountains to help your colleagues.

You take direction like a champ.

You switch apps and copy-paste like you were born to do it.

You probably need a second monitor to be at your best.

You love to work hard.

And, you have the rare ability (and privilege!) to see potential system and process changes, and work to make improvements within a small, entrepreneurial environment that is mission-driven, results-driven, and community-oriented.

Our ideal candidate will boast good judgment in a variety of situations, strong written and verbal communication, stellar administrative and organizational skills, and has the ability to maintain a realistic balance among multiple priorities. The Data Entry Assistant will have the ability to work independently on projects, and must be able to handle a wide variety of activities.

SALARY RANGE

\$40,000-\$50,000 CDN, commensurate with expertise and experience.

RESPONSIBILITIES – POSITION EMPHASES

DATA ENTRY

- Maintain the Salesforce database by entering new and updated customer and account information.
- Prepare source data for computer entry by compiling and sorting information.
- Receive and balance data entry priorities.
- Correct errors and organize information to optimize swift and accurate capturing.
- Maintain data entry requirements by following established techniques and procedures.
- Verify entered customer and account data by reviewing, correcting, deleting, or reentering data.
- Combine data from multiple systems when account information is incomplete.
- Evaluate and eliminate duplicated data.
- Test customer and account system changes and upgrades by inputting new data.
- Maintain operations by following policies and procedures and reporting needed changes.
- Maintain customer confidence and protect operations by keeping information confidential.
- Proactively solve problems and propose solutions for improved data systems.
- Contribute to team efforts by accomplishing related results as needed.
- Work closely with the Data Officer toward quality data reporting and analysis.

CORE COMPETENCIES AND QUALIFICATIONS

- The candidate will be able to demonstrate deep commitment to the mission and vision of Cardus. We are looking for detail in your cover letter, or your application will not be considered.
- Strong organizational skills. We want to hear about your ability to perform and prioritize multiple tasks seamlessly with keen attention to detail.
- Excellent interpersonal skills and the ability to build relationships. You will be critical to thriving systems and initiatives, and especially to well-served constituents.
- Expert written and verbal communication skills.
- Proactive approaches to problem-solving with strong decision-making capability and logical thinking.
- Emotional maturity and an even temperament.
- Highly resourceful team player, who can also work independently.
- Demonstrated ability to handle confidential information with discretion. We are looking for skill in adapting to various competing demands, and a high level of customer/client service and response.
- The role often demands that high performance goals and deadlines be met in a fast-paced environment. We want to hear how you would not only excel at this—but thrive.
- Forward looking thinker. You actively seek opportunities and propose solutions.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree preferred.
- Experience with Salesforce CRM a strong asset; else, demonstrate other database experience.
- Strong work tenure: several years' administrative experience.
- Proficient in Microsoft Office (especially Outlook and Excel).
- Experience with Asana or other project management software an asset.

WHO WE ARE

Cardus is a public-policy think tank aimed at renewing North America's social architecture.

Drawing on 2,000 years of Christian social thought, we bring credible public research to bear on concrete needs.

HOW TO APPLY

Please prepare a cover letter that specifically describes the extent to which you meet each of the qualifications that we are seeking. Combine your cover letter and resume/CV into one file and apply directly by emailing to Haley Welch, hwelch@cardus.ca. We will review applications as they are received, and the position will be posted until filled. We look forward to hearing from you.

Please include the following in your cover letter (required):

- Your interest and alignment with Cardus's mission
- Screenshot your 1-minute "random text" results from www.typingtest.com.

Example:



No emails or telephone calls accepted. We will review applications as they are received.

Job posted until filled. We look forward to hearing from you.

APPLY NOW