

DATA ENTRY OPERATOR**Department:** Production**Overview:**

Join a client focused team in the document management and business process automation industry. Our team delivers business solutions to simplify and automate processes enabling clients to effectively and efficiently manage, access and maintain critical business documents.

Responsibilities:

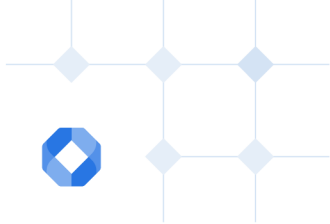
- Accurate interpretation and entering of data in our computer systems
- Querying mainframe systems to check illegible information on documents in order to enter data correctly
- Review, proofread, edit and verify forms or other written materials for accuracy in content of information
- Completion of required tasks within the desired deadline
- Exercising security in safeguarding confidential or sensitive information

Skills Required:

- Excellent command of the English language – written and oral in order to complete assigned tasks accurately
- Speed and accuracy with attention to detail
- Able to meet deadlines
- 8,000 to 10,000 alphanumeric keystrokes per hour
- Advanced knowledge of MS office

Job Environment:

- Sitting at a workstation for an extended period
- Consistent wrist, finger and hand movements

**Apply:**

To apply for this position, please email your resume to careers@octacom.ca.

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 and other relevant legislation. Please note that COVID-19 protocols are in place which include completing a daily screening questionnaire about COVID-19 symptoms before entering the facility, maintaining physical distancing and wearing a mask or alternate face covering while in the office.

intelligent
process
automation