



Atlas Polar
IT'S ALL ABOUT QUALITY™

ATLAS POLAR COMPANY LTD. HAS AN OPENING FOR A FULL-TIME DATA ENTRY CLERK.

DUTIES

This job includes but is not limited to the following:

- Data entry.
- Maintaining and updating computer databases.
- Maintain records of files, documents.
- Switchboard relief / Answering Phones in a professional and courteous manner.
- Typing correspondence, quotations, e-mails, faxes, memos, letters etc.

QUALIFICATIONS

- Accurate data entry strokes and typing skills.
- Good computer knowledge, both AS400 & MS Office (Word, Excel, Outlook).
- 1-3 year's data entry experience in an office setting.
- Exceptional attention to detail.
- Excellent written and verbal communication skills.
- High level of initiative and common sense with strong organizational, problem-solving and analytical skills.
- Ability to effectively interact with all levels of personnel within the organization.
- Ability to establish priorities, multi-task, prioritize time-sensitive issues and meet tight deadlines.
- Ability to work in a team environment and independently.

This is a **full- time** position with benefits, including a company pension plan.

Please email your resume to mfg@atlaspol.com and put "Data Entry" in the subject line.

No phone calls please.