



For 10 years, HR Associates has been and continues to be the leading staffing, recruitment and consulting firm to the public sector. Our clients include many large and high-profile organizations in the: municipal, provincial, and federal governments, not-for-profit, social services, environmental and health care sectors. We are experts in staffing a wide variety of roles for our clients and we are looking for a dynamic individual to recruit for our administrative and professional-level roles.

We are currently seeking experienced, professional and capable:

Data Entry Clerks

Successful candidates will have the following skills/ responsibilities & capabilities:

- Experience in data entry;
- Excellent Keyboarding skills is a must;
- Maintaining and organization of data base updates and content;
- Ability to work individually as well as part of a team;
- Strong attention to detail, excellent communication and interpersonal skills

If you feel you possess the above qualifications, and would like the opportunity to work in the public sector please submit your resume to Emp107@hrassociates.ca .

We thank all candidates for submitting their resume; however only successful applicants will be contacted.

HRASSOCIATES

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