



PRODUCTION ASSISTANT (DATA ENTRY)

WAREHOUSE INDUSTRY

| Required Qualifications | | | | | | |
|--|--|--|-----------------------|---------------------------------------|-------------------------|---|
| <ul style="list-style-type: none"> • Strong attention to detail, High school diploma or equivalent, Intermediate skills in Adobe and Internet • Ability to work in a fast-paced, multi-task environment • Excellent communication, interpersonal skills and organizational skills | | | | | | |
| Responsibilities | | | | | | |
| <ul style="list-style-type: none"> • Preparation of documents according to the instructions provided by the client • Ensure that all staples are removed, Ensure that documents are separated from • Responsible for processing medical record documents so that they are ready to scan and are properly set up as part of the document. • Verify that documents are being digitized correctly, Ensure that scanners are cleaned at the end of the day • Quality Control and review output images for proper resolution and overall quality | | | | | | |
| Employment Details | | | | | | |
| Wage | \$12/h | | Hours | 9 am- 5 pm, Monday- Friday or 5pm-9pm | | |
| Employment Terms | Full-time or Part-time On Going | | | | | |
| Major Intersection | Dufferin St and Eglinton Ave (Toronto) | | Public Transit | Yes | | |
| Job Order details | | | | | | |
| Job Developer | Clohe 416-760-2573 | | Job Order # | 160173 | No. Of Positions | 8 |

If you are registered with The Learning Enrichment Foundation: Please call the Job Developer.

If you are not registered: Apply for this position in person at **116 Industry Street** Toronto, M6M 4L8, **Monday to Friday, 9:00am - 3:30pm.**

Your S.I.N. and an updated resume are required for registration.