



JOB POSTING

Role: Summer Data Entry Clerk

Location: Brockville, Ontario

Type: Contract, Full-time, 37.5 hours per week, 8 weeks beginning May 13, 2024

Reports To: Executive Director

Organization Overview:

The Brockville and District Hospital Foundation (BDHF) supports Brockville General Hospital's mission to provide an excellent patient experience – guided by the people we serve and delivered by people who care. BDHF is a charitable Foundation and the fundraising arm of Brockville General Hospital, raising funds for capital, equipment and program needs. BDHF also provides funding support for the hospital's Palliative Care Program. This hospital program relies extensively on donations and community supporters.

Position Summary:

We are seeking a detail-oriented individual to join our team as a Data Entry Clerk. In this role, you will collaborate closely with our Database Manager to execute various database clean-up projects, ensuring data accuracy and integrity. Your responsibilities may include routine data maintenance tasks, such as processing donations, distributing tax receipts, and importing/exporting data.

Skills, Experience & Requirements:

- Experience with data entry and data clean up
- Excellent communication and interpersonal skills
- Excellent attention to detail with a high level of accuracy
- Above average proficiency in Microsoft Suite products
- Experience with Customer Relationship Management (CRM) software considered an asset
- Must obtain a satisfactory Criminal Record and Vulnerable Sector Check

This position is funded through Canada Summer Jobs, candidates must be 15-30 years of age and be legally able to work in Canada.

How to Apply:

Interested candidates are invited to submit a resume and a cover letter detailing their interest in the role and their qualifications to Emaskell@brockvillegeneralhospital.ca by April 26, 2024. Please include "Summer Data Entry Clerk" in the subject line.

Brockville and District Hospital Foundation is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

We thank all applicants for their interest, however only those who are being interviewed will be contacted.