



## We're hiring: Data Entry Clerk

[ASL Video](#)

### Details:

**Job title:** Data Entry Clerk

**Job type:** Part-time Employee (15 hours - approx. 3 hours per weekday)

**Reports to:** Manager of Community Accounts

**Location(s):** Remote

**Pay Scale:** \$23-25/hour

Asign is on a mission to connect people, ideas and communities by providing high-quality sign language interpreting and translation services. Join us in making communication more accessible for the Deaf and signing communities!

### Job summary:

We're currently looking for a Data Entry Clerk to help our Operations team keep assignment information accurate and up to date.

### Our expectations:

- Demonstrate commitment to Asign's values: Respect, Caring, Professionalism and Giving Back
- Demonstrate full compliance with Asign's standards and policies
- Complete assigned tasks/duties, projects and paperwork promptly and accurately

### What you'll do:

- Entry of assignment information into our portal for interpreter assignments
- Verify and cross reference data to ensure accuracy
- Spreadsheet development / data entry
- Other data entry duties required by management

### What you'll bring:

- A minimum of 5 years administrative/customer service experience
- Fast and accurate data entry skills with the ability to multi-task



- The ability to establish priorities, work and think independently without direct supervision
- A strong work ethic and the ability to self-start and self-motivate
- The ability to stay calm under pressure and meet tight deadlines
- The ability to maintain confidentiality while working with sensitive information
- Excellent written communication and analytical skills, complemented by a keen attention to detail
- Strong organizational, time management and problem-solving skills
- Strong proficiency in MS Office (Outlook, PowerPoint, Word, Excel)
- Ability to learn quickly and adapt to new technology platforms

Asign recognizes that many of the greatest ideas and discoveries come from a diverse mix of minds, backgrounds, and experiences – beyond the technical requirements of a job. If you meet the minimum qualifications and your experience is close to what you see listed here, please still consider applying.

We are committed to cultivating an equitable and inclusive work environment that acknowledges diversity in the Deaf population that we serve, in our interpreting community and workforce. Diversity of experience and skills combined with passion is a key to innovation and excellence; therefore, we encourage people from all backgrounds to apply to our positions.

Please let us know if you require accommodation during the application process.

Applications, including cover letter (letters in ASL are welcomed) and resume, will be accepted until Friday, February 20th at 5pm ET. Please apply for the Data Entry Clerk position using this link.

You may send any questions to Asign Human Resources at [hr@asign.ca](mailto:hr@asign.ca). Additional information about Asign can be found on our website at [asign.ca](http://asign.ca).