

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 07/27/2024



94403
San Mateo, CA, 94403

Data Entry Clerk

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$18.00 to \$20.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is working with a reputable Tax Firm in San Mateo looking for a temp to hire Front Desk Receptionist. Our client opened it's doors in 2002 and never looked back. They specialize in full service individual and business entity tax compliance and consulting. Their main focus is all about the client experience. If you are interested in joining a great company, please find the description below and apply now. We are looking to start someone on January 3rd of 2023. Great opportunity to start off the new year! Apply now.

We have a 5 month contract for a basic Data Entry. Simply entering information into a Database. As long as you have decent typing speeds and know your way around a computer, you are qualified. We are looking to fill this role immediately. Apply ASAP if interested

Requirements

- 1+ years of related experience
- Numeric data entry experience preferred
- Experience with Typing Data Entry
- Comprehensive knowledge of data entry
- Knowledge of Computer Data Entry

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.