

Data Entry

This volunteer position involves:

- Periodic system clean-ups
- Transferring of data to automated/new systems
- Position is primarily independent and suite for those that like to work solo in front of a computer

Time commitment:

Periodic, 1 day/week between Monday and Friday (morning/afternoon availability) for duration of specific project

Additional screening required:

- *None*

Training:

Provided for individual projects

Qualifications/experience necessary:

- Basic computer scanning
- File system knowledge

Locations:

Burlington office only

Additional questions regarding this position? Contact:

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