



data entry clerk

Posted by STAR-X LOGISTICS INC.

Posting Date : 16-Sep-2025

Closing Date : 04-Apr-2026

Location : Grande Prairie

Salary : \$24.00 hourly / 35 to 40 hours per week Per Week

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ4179613

Job Description:

Location: 60051 AB-668Grande Prairie, AB T8W 5A8

Workplace information: On site

Salary: 24.00 hourly / 35 to 40 hours per week

Terms of employment: Permanent employment Full time

Employment Condition: Day, Evening, Morning

Employment Groups: Support for persons with disabilities, Support for newcomers and refugees, Support for Veterans, Support for Indigenous people, Support for mature workers, Supports for visible minorities.

Starts as soon as possible

Vacancies: 1 vacancy

Overview

Languages: English

Education: Secondary (high) school graduation certificate

Experience: Will train

On site: Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

Receive and register documents for data entry

Enter data according to specified format

Transfer data between software

Verify accuracy and completeness of data

Store, update and maintain databases

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: starxlogistics2010@gmail.com

Perform backup procedures to ensure data preservation

Perform general office duties

Plan, organize, direct, control and evaluate daily operations

Posted on Disabled job Portal

How to apply

Direct Apply: By Direct Apply

By email: starxlogistics2010@gmail.com

By mail: 60051 AB-668 County of Grande prairie, AB T8W 5A8

Job Location: 60051 AB-668Grande Prairie, AB T8W 5A8

Employer: STAR-X LOGISTICS INC.