



Job Title: Part-Time Data Entry Associate
Reports To: Application Services Manager
Department: Application Processing
FLSA Status: Hourly/Part-Time
Schedule: Monday and Tuesday 3:30 pm – 4:30 pm CT
(Weekly hours will vary from zero to four, dependent upon need.)

The Part-time data entry associate's primary responsibility is to key application information into PCS's proprietary data system. This person must be trust worthy, dependable and have the ability to work in a fast paced environment. Scheduled shifts and hours will depend upon department needs for that week.

RESPONSIBILITIES AND DUTIES:

- Receive, sort, open, code, and date stamp mail.
- Key applications into PCS's proprietary data management system.

REQUIRED SKILLS:

- Must be able to type 45wpm
- Well organized and detail oriented
- Self-motivated and dependable
- Handle confidential material in a secure manner

SALARY:

Salary will be determined by experience and skill level.

DATED:

February 1, 2016

Employment is dependent upon successful completion of a background check.

If you are interested in this employment opportunity and your qualifications meet or exceed the above description, submit your resume to tgrier@pcshq.com.