

Job Summary

Order Number:

NY1418159

Date Job Order Received:

05/05/2022

Number of Openings:

1

Company Name:

Delaware Manufacturing Industries Corp

Job Title:

Data Entry/Clerical

Minimum Experience Required:

No experience requirement provided.

Job Description:

North Tonawanda. Delaware Manufacturing Industrial Corp. Data Entry/Clerical. FT. We are looking for a full time individual for Data Entry, with strong computer skills. Individual will be responsible to general office duties. * Candidate must be able to work independently, quick learner * Reliable, organized, and detail oriented * Good working knowledge of Microsoft Office Suite, including Outlook, Excel, and Word. To apply, forward cover letter and resume to: hr@dmic.com

Job Location:

North Tonawanda, New York

Pay:

\$15.00 Hourly

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Not specified.

Shift:

Not specified.

Public Transportation:

Information not provided.

Minimum Education Required:

GED

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by email:

Email: hr@dmic.com