

Data Entry Assistant, Hartford Area

Multi-Service non-profit seeking energetic, creative, team-oriented individual to become part of our dynamic team

Part Time – 18 hours per week

Work closely with program staff, Manager, and Director of Program Services and Evaluation to provide efficient and professional assistance and support in the data management of the agency.

High School Diploma or equivalence plus 2 years clerical data entry experience. Proficiency in Microsoft Word, Excel, Outlook and other Microsoft products. Excellent 10 key abilities. Valid driver's license required. Must be able to lift a minimum of 25 pounds.

See our website for a full job description– handsonhartford.org. Send letter of interest & resume to: Abbie Kelly, Director of Program Services and Evaluation, Hands On Hartford, 55 Bartholomew Ave, Hartford CT 06106.

Email akelly@handsonhartford.org no phone calls please. Closing date 10/19/2018. AA/EOE
