Vision Recruiters

Title: Data Entry Specialist

Location: 1055 Parsippany Blvd, Parsippany, NJ

Job Type: Part-Time

Compensation Type: Hourly  Wage: $13.50/hour

Start Date: ASAP

Job Description: Vision Recruiters is a recruiting and staffing firm that has been in business for 10 years. We are seeking a motivated individual that will help manage our data entry efforts.

Primary Responsibilities:

- Perform data entry and database management
- Become an expert user of LinkedIn and other web applications
- Become skilled in the use of our Database / Applicant Tracking software (ATS)
- Manage email campaigns, job postings, and conduct internet research

Qualifications:

- Experience performing data entry and / or use of databases a plus
- Savvy user of internet apps such as LinkedIn, Google, Facebook, Instagram, Twitter, etc.
- Software / internet and computer literate, Microsoft office, Word, Excel, PPT and Outlook
- Strong written and verbal communication skills

Application Instructions: Submit resume to careers@visrec.com.

Or, apply online http://jobs.visrec.com/jobseeker/Data_Entry_Specialist_J02483155.aspx