

CONTRACT POSITION: Data Import Specialist

Amenity Lab Inc. is seeking a **part time** Data Import Specialist to join our Data Import and Integration Team. The primary responsibility for this job will be to perform tasks relating to normalizing customer data and preparing the data for import into our web application.

REQUIRED SKILLS:

- Computer skills are required
- Proficient in Microsoft Excel®, including ability to write countif, vlookup, index, match formulas
- Exceptional attention to detail
- Communication, analytical, quantitative and problem solving skills
- Ability to work independently and as part of a team
- Ability to multi-task and prioritize tasks

ADDITIONAL SKILLS:

- Find resources quickly
- Think and offer solutions !!!
- Capable of managing time efficiently and productively
- Communications skills, both verbal and written
- Basic grade school biology knowledge would be good to have

CONTRACT TYPE:

- Virtual (Email, Skype, Telephone, Messaging, On-line collaboration tools)
- 3 Month part time

CONTRACT REQUIREMENTS:

To be considered for this position, please submit your resume with a cover letter including the following:

- Hourly Salary Requirements
- Date you are available to start
- Please provide a specific example of your proficiency in Microsoft Excel

HOW TO APPLY:

1. Resumes and cover letters can be uploaded at www.HCMO.ca/resume
2. Or email your resume to HR at recruiting@hcmo.ca
3. An Amenity Lab representative will be in touch with you to set up a telephone interview