



Knowledge Services, a professional services firm providing Recruiting, Staffing, and Payrolling Services has opportunities for an experienced Data Entry Clerk.

Currently being recruited are highly qualified candidates for contract positions with our client, Luxottica. All positions will be located in Mason, Ohio.

Knowledge Services offers a comprehensive benefits package:

- Health, Dental, and Vision benefits through OptiMed (coverage begins the first day of the month following the first day of employment)
- 401k Retirement Plan Participation Opportunity

Drug screen required.

Qualified candidates, for immediate consideration, send resume in Word format to Sandy Glover by email at sandy_glover@knowledgeservices.com or call 317-806-6147.

Job role and requirements are as follows:

Data Entry

Duties

- Enter confidential information into computer
- Use Microsoft Excel to record information

Job Requirements

- Minimum Requirement of 1 year consecutive and current experience in data entry role.
- Microsoft Excel knowledge required.
- High School diploma or equivalent.
- Data Entry assessment given.
- Must be reliable and possess business savvy.

As a contracted employee of Knowledge Services, you will be responsible for fulfilling the duties and job requirements of the client organization.