

# JOB ALERT!

**Role: Data Entry (25 people)**

**Pay: \$18.98 / hour**

**Schedule:** Monday – Friday | 8 am – 4 pm

**Location:** 260 North Chicago St., Joliet, Illinois 60432.

## QUALIFICATIONS NEEDED:

- High School Diploma
- 2 years prior experience in Data Entry.
- Ability to operate data entry machines, and personal computers.
- Ability to record, identify and correct data entry errors
- Must follow oral and written instructions
- Perform highly repetitive work
- Ability to operate a microfilm machine to access and print records
- Keyboarding (35 wpm)
- Basic knowledge of MS word, Excel
- Ability to research via internet.
- **Background check required.**

**If interested, please contact:**

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**ALERT IT SOLUTIONS, INC.**