



- Minimum of 500 MB of storage; standard RAM
- Current or recent version of MS Office primarily for using Excel
- Access to Google Chrome
- Moderate Internet speed
- Excellent and proven data entry work experience as a Data Entry Operator or Office Clerk, a strong plus
- Proficient experience with MS Office, Excel and / or data entry programs
- Excellent typing speed and accuracy
- Excellent attention to detail
- Excellent organization skills, with an ability to stay focused on assigned tasks
- Excellent knowledge of correct spelling, grammar and punctuation
- Ability to manage and maintain confidential information
- High school diploma (minimum); additional computer training or certification a plus
- Must reside within Durham County, N.C.

### **INTERESTED INDIVIDUALS**

**Submit current resume to: [recruitment@proreferees.com](mailto:recruitment@proreferees.com)**

**Note: Only applicants of interest may be contacted**

**Please no agencies.**