



### **Data Entry Clerk \* The Maxon Company Inc. in Neversink, NY**

**Overview:** The Maxon Company, Inc. is seeking Data Entry Clerks in Neversink, NY.

These are Regular Part-time positions, for individuals with a strong understanding of excel or similar database, knowledge of word, good typing skills, attention to detail.

**Required Skills** necessary to perform the job;

Computer Proficient (word and excel), Strong Writing Skills & Spelling Accuracy, Detail oriented- keying accuracy, and Medical Terminology (a plus).

**Requirements-**

Reference check

**Shift, Salary;** These positions are part-time with opportunity to be full-time with benefits, working Monday to Friday from 8 am to 5 pm, \$ 15.00 an hour.

**Apply:**

To Hana Rubin by email at [info@maxonco.com](mailto:info@maxonco.com).