Location: Cambridge/ Kirkland Street

Job type: Part time (20 -30 hours per week)

Career level: Entry level

Education: High school or equivalent

Category: Administrative/ Clerical

**Duties:**

Scanning and organizing invoices into a database.

Other administrative duties as required by management

**Skills and Abilities**

Scanning clerks should be highly organized and well versed in various types of filing systems and methodologies.

**Qualifications:**

Must be familiar with Microsoft word / Excel

Pay is $10/h