

NOW HIRING

Data Entry Clerk / Customer Service Representative

The News Item is seeking a detail-oriented, dependable Data Entry Clerk with strong customer service skills and knowledge of social media platforms.

QUALIFICATIONS:

- ✓ Excellent attention to detail and accuracy
- ✓ Strong computer and keyboarding skills
- ✓ Familiarity with Facebook, Instagram, and other social media platforms
- ✓ Friendly, professional customer service skills
- ✓ Strong communication and organizational abilities
- ✓ Ability to multitask and work independently
- ✓ Previous office experience preferred



RESPONSIBILITIES:

- ✓ Enter and maintain accurate data and records
- ✓ Assist customers in person, by phone, and via email
- ✓ Manage and update social media content on various platforms
- ✓ Process paperwork, reports, and other administrative tasks
- ✓ Support office operations and special projects as needed



WE ARE LOOKING FOR SOMEONE WHO IS:

- ✓ Well-rounded and adaptable
- ✓ Positive and team-oriented
- ✓ Reliable and dependable
- ✓ Eager to learn and grow



This position offers the opportunity to work in a fast-paced environment supporting local journalism and community engagement.

TO APPLY, send your resume and cover letter to:

amym@standard-journal.com

THE NEWS-ITEM

The News Item is an Equal Opportunity Employer.