



Kids Are First, Inc.
PO Box 1378
Carrizo Springs, TX 78834



KIDS ARE FIRST, INC. POSITION ANNOUNCEMENT

Position: Data Entry Clerk (Temporary Position)
County: Maverick
Full Time: Temporary
Date Open: 09/07/2023
Date Closed: Until Filled

GENERAL SUMMARY

KAF, Inc. is looking for a hard-working Data Entry Clerk to join our team temporarily! As a Data Entry Clerk, you will be responsible for entering specific data into our databases as supervisors assign. You will manage employee personnel files, organize the paper data as prescribed by KAF, Inc. checklists, and keep it organized.

Your main goal will be to keep assigned data organized consistently by file and easily accessible in our agency databases at any time.

EDUCATION AND EXPERIENCE

- At a minimum HS Diploma, plus previous working experience as a data entry clerk for (1) year
- Fast typing skills, excellent knowledge of word processing tools and databases
- Great attention to detail, a sense of ownership, and pride in your performance and its impact on the company's success
- Excellent critical thinking skills, team player, good time-management skills, and great interpersonal and communication skills
- Must have good computer skills with experience in Microsoft Office Suite (MS Word, MS PPT, MS Excel)
- Previous clerical and data entry experience preferred
- Some experience with HS / EHS specific software (MyHeadStart) and ISOLVED preferred, but not necessary.

APPLY AT: KAF, Inc., located at 2494 El Indio Highway, Eagle Pass, TX 78852, or mail the application to Attn: Human Resources Department or email to: humanresources@kafhs.org.

PLEASE NOTE: Interested applicants in this position must submit their application, resume, and educational requirements by the deadline.

KIDS ARE FIRST INC is an EQUAL OPPORTUNITY EMPLOYER