

Career Opportunities Available



Do you wish you could work a day shift? For a great company, with an excellent work environment? Would you like to have access to benefits on day one of your assignment?

If you answered "yes!" then this position at my client in Rochester is for you!

The three positions we have available at this client are Data Entry, Data Entry with Document Admin, and Research Administrator, for the Healthcare Exchange in New York State. All are full time day shifts 8-4:30. The positions begin as soon as August 1st and last for a six month period.

Skills and Experience needed:

Data Entry: Data entry at 5000 keystrokes per hour.
\$12.50 per hour

Data Entry with Document Admin: the above AND Working knowledge of computer use, including keyboard typing, retrieving, saving, and attaching documents, and professional email etiquette.
13.50 per hour

Research Administrator: the above AND an associate's degree and/or 3 years experience in healthcare customer service.
\$17.00

Please contact me to begin the selection process. I look forward to hearing from you!

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