



**Data Entry Clerk * Maxon Company, Inc.
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, \$ 16.00 an hour.

Apply: To Hana Rubin by email at info@maxonco.com.