

Shipping/Data Entry- Seasonal- job post

[Botany Lane Greenhouse](#)

Urgently hiring

Job details

Salary

\$13 - \$15 an hour

Job Type

Full-time

Number of hires for this role

1

Qualifications

- - High school or equivalent (Preferred)
 - Microsoft Excel: 1 year (Preferred)
 - Data Entry: 1 year (Preferred)

Full Job Description

- 2+ years of data entry experience Preferred .
- High school diploma
- Proficient in Excel.
- Excellent organizational skills; ability to organize, manage, prioritize, and handle numerous projects/tasks.
- Excellent communication skills, written and verbal; ability to keep work area neat and clear of safety hazards so that files are maintained neatly and are easily retrieved.
- Excellent attention to detail.
- Strong time management skills; ability to work independently as well as with a team.
- Prepare and customize basic reports within Microsoft Excel.
- Respond to and complete day-to-day clerical requests
- Shipping and Receiving experience a Plus

Job Type: Full-time

Pay: \$13.00 - \$15.00 per hour

Schedule:

- 8 hour shift
- Overtime

Education:

- High school or equivalent (Preferred)

Experience:

- Microsoft Excel: 1 year (Preferred)
- Data Entry: 1 year (Preferred)

Work Location:

- One location

This Job Is:

- A job for which military experienced candidates are encouraged to apply
- Open to applicants under 18 years old, provided it is legally allowed for the job and location
- Open to applicants who do not have a high school diploma/GED
- A "Fair Chance" job (you or the employer follow Fair Chance hiring practices when performing background checks)
- A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more
- A good job for someone just entering the workforce or returning to the workforce with limited experience and education
- Open to applicants who do not have a college diploma
- A job for which people with disabilities are encouraged to apply

Company's website:

- botanylanegreenhouse.com

Work Remotely:

- No

COVID-19 Precaution(s):

- Personal protective equipment provided or required
- Temperature screenings
- Social distancing guidelines in place
- Sanitizing, disinfecting, or cleaning procedures in place