

Part Time Bank Processing Clerk - Downtown Halifax

Industry: Banking

Hours: Part-Time

Advert ID: CAN_450930

Salary Range: Up to CAD12.09/hr

Location: Halifax

No. of Openings: 1

Job Type: Contract

Branch Information: Halifax, NS, 1718 Argyle Street Suite 230 B3J 3N6

Phone : 902-422-1373

Job Description

Are you looking for a part-time job that can give you experience in the banking and financial industry? Manpower has the right opportunity for you! On behalf of our client, a 100% Canadian organization with 11 locations across the country, Manpower is looking for Bank Processing Clerk's in central and convenient Downtown Halifax!

Successful candidates will be responsible for: numeric data entry and balancing, keying bank transits and amounts and verifying dates. This job is ideal for college/university students or for those looking for a part-time job!

We are looking for talented and committed individuals with the flexibility to work between 15 - 20 hours a week, on assigned days, Monday through Friday and provincial holidays, between the hours of 10:00am-6:00pm. If you have excellent numeric data entry skills this may be a great part-time opportunity for you!

What you need to have to succeed:

- * Ability to enter numeric data at a minimum of 10,800 keystrokes per hour (KPH) and maintain an accuracy of 95% or higher
- * Excellent organizational skills and ability to work under pressure to meet deadlines
- * Highly motivated team player who is able to operate with minimal supervision
- * Effective communicator

Why work for Manpower? Manpower will be with you throughout your career. From offering you expert advice on job searching, to giving you access to free tools to explore your work preferences and upgrade your skills, to giving discounts on hotels, insurance and apparel... we are here to help you grow!

ManpowerGroup recognizes the importance of providing an accessible and barrier-free environment. We are committed to creating a welcoming, fair and inclusive environment by offering equal opportunity to access our services. At ManpowerGroup, we are committed to providing accommodations, and will work with you to meet your needs.

Please Apply Online at:

https://www.manpower.com/wps/portal/ManpowerUSA/search-jobs/JobDetails/Bank-Processing-Clerk-Part-Time-Downtown-Halifax/Halifax-NS/CAN_450930?JobId=3282244&type=search&sourceScreen