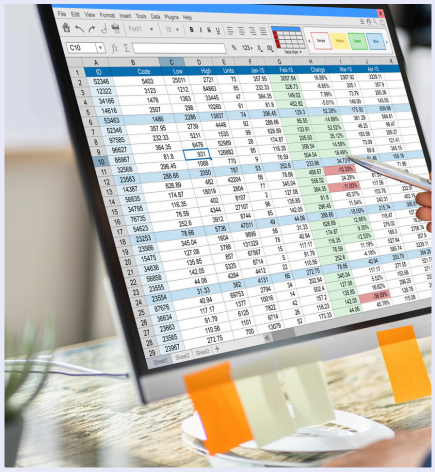
Kwik Stop

Corporate Office Opening

113 West B. Street
North Platte, NE 69101



Job Title: Data Entry Clerk

Position Summary:
We are seeking a detail-oriented and reliable Data Entry Clerk to join our team. This is an entry-level position responsible for accurately inputting, updating, and maintaining information within our computer systems. The ideal candidate will demonstrate strong attention to detail, organizational skills, and the ability to work efficiently in a structured environment.

Schedule

Monday through Friday 8:00 a.m. – 5:00 p.m.

Key Responsibilities:

- Accurately enter, update, and maintain data using dual monitor computer systems
- Efficient with using a 10 key
- Review and verify information for accuracy and completeness
- Maintain organized records and electronic files
- Proficiency with Excel software
- Ensure confidentiality and security of sensitive information

Apply Online
www.kwikstop.org