



297 Nelson Street W
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Virden, MB R0M 2C0
Phone: 1-866-887-3669
Email: careers@rfnow.com

Data Entry Analyst

RFNOW Inc. is seeking applications from motivated individuals interested in joining our *Business Development Team*. The successful candidates will support the day-to-day operations of the team to ensure quality inputs as our customer base grows.

Reports To: Senior Sales Lead

General Responsibilities:

- Enter Customer contracts onto billing system.
- Ensure quality control of customer information entered into the system.
- Verify addresses in Google Earth.
- Ensure timely entry into system upon receipt.
- Highlight any issues with contracts to supervisor in timely manner.
- Be familiar with and conduct self-according to RFNOW Inc Policy & Procedures

Qualifications & Experience:

- Microsoft Office 365
- Data Entry and Analysis

Requirements:

- Bending & Lifting abilities
- This is a remote position where employee will require space and technology to support the role.

Job Details:

- Part Time & Seasonal
- \$17.30/hr

If interested, please forward your resume and cover letter detailing your interest and qualifications to careers@rfnow.com .

RFNOW Inc. is an equal opportunity employer. We welcome applications from people from all backgrounds and capabilities. Applicants are welcome request necessary accommodations throughout our employment process.

About RFNOW Inc.

RFNOW Inc. is a successful, dynamic organization with opportunities to grow and specialize in a number of areas within the field of technology and construction including broadband wireless communication, fibre optics, network architecture/maintenance, directional drilling, cable plowing, line locating, tower building, residential and commercial service connections, and heavy equipment operation and maintenance. Learn more at www.rfnow.com

> Contact us to learn more about **rewarding career** opportunities!

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