



**Job Title:** Data Entry Clerk

**Location:** Onsite

**Status:** Full-Time for 2 Months

**Start Date:** Immediate

**Salary:** \$17.20 per hour (non-negotiable)

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## **About Sai Dham Food Bank:**

Sai Dham Food Bank is a registered non-profit organization dedicated to supporting vulnerable communities by addressing food insecurity. We work towards sustainable, positive change through ethical food distribution and compassionate community programming.

## **Position Overview:**

We are seeking a detail-oriented and organized Data Entry Clerk to maintain and update our records across various functions. This role plays a critical part in ensuring that our data is accurate, up-to-date, and securely stored. You will be responsible for entering, updating, and organizing vital information, including donor records, inventory, volunteer hours, and food distribution statistics. The ideal candidate will have a keen eye for detail, excellent organizational skills, and proficiency in data management software.

## **Key Responsibilities:**

- Accurately enter and update data into digital and physical records, including donor information, inventory, volunteer hours, and distribution data
- Organize, manage, and maintain records, ensuring all files (physical and digital) are easily accessible, up-to-date, and audit-ready
- Support the generation of regular reports and assist in data evaluation
- Ensure adherence to confidentiality and data security protocols
- Maintain and update internal databases with precision and attention to detail
- Assist in troubleshooting and resolving any data-related issues
- Ensure data consistency and assist with file audits to ensure information is current
- Assist with administrative tasks as needed to support operational needs

## **Qualifications:**

- Proven experience in data entry or administrative support
- High level of proficiency in Microsoft Office (especially Excel, including **micro-Excel functions**) and Google Docs



- Knowledge of **inventory management** is an asset
- Familiarity with **CRM systems** and database tools
- Strong attention to detail and accuracy in data management
- Excellent organizational skills and the ability to work independently
- Ability to handle confidential information with discretion
- Strong communication skills, both written and verbal
- Previous experience with database management is a plus
- Comfortable working with both physical and digital files
- Ability to manage time effectively and meet deadlines

#### **Eligibility Requirements (Must-Have):**

- Must be a Canadian citizen, permanent resident, or a person granted refugee protection under the *Immigration and Refugee Protection Act*
- Must be between 15 and 30 years of age (inclusive) at the start of employment
- Must be legally entitled to work in Canada according to applicable provincial or territorial legislation and regulations
- Please note: International students are not eligible. Recent immigrants are eligible only if they are Canadian citizens or permanent residents.

#### **Why Join Us?**

- Opportunity to make a meaningful impact in your community
- Collaborate with a passionate, mission-driven team
- Build your portfolio while contributing to social good
- Gain experience within the nonprofit sector

**How to Apply:** Please send your resume, cover letter, and a portfolio or samples of your design work to [recruitment@saidhamcanada.com](mailto:recruitment@saidhamcanada.com) with the subject line: *Data Entry Clerk Application – Sai Dham Food Bank*.