



Adecco

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## **ADECCO IS LOOKING FOR DATA ENTRY CLERKS TO HIRE IMMEDIATELY!**

**Location:** Simi Valley and West Hills, CA

**Pay Rate:** \$12.50/hr

### **Description**

- In a mortgage loan operations center (MLO), performs various data entry processing, assist vendors, customers, and internal colleagues with any inquiries. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not require exercising independent judgment; will report to a supervisor or manager.

### **Qualifications**

#### **Required:**

- 1 yr of phone/customer service experience: i.e. Receptionist, Call Center Rep
  - Excellent communication skills as well as professionalism over the phone
    - Working knowledge of MS Word and 10 Key
      - Must have 7,000 – 9,000 KSPH
      - Must have a min of 35-40WPM
- Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area.

**\*\*\*Please email your resume to the following individuals according to locations for immediate consideration\*\*\***

**Simi Valley:** [anthony.flores@adeccona.com](mailto:anthony.flores@adeccona.com) and [evelia.ramirez@adeccona.com](mailto:evelia.ramirez@adeccona.com)

**West Hills:** [deborah.miller@adeccona.com](mailto:deborah.miller@adeccona.com) and [joseph.pannone@adeccona.com](mailto:joseph.pannone@adeccona.com)