



Interested applicants should submit cover letter and resume to:

AXIS Data Solutions, A Cathedral Division

6851 TPC Drive, Orlando FL 32822

Jobs0530@cathedralcorporation.com

www.axisorlando.com

Job Posting

Employment Opportunity – Full Time

Position: Data Processor, Entry Level

Pay Rate: \$11.00 - \$13.00 per Hour

Reports To: Data Department Supervisor

Location/Department: Orlando - Data Department

Summary: Operate computer and peripheral equipment to process data.

Skill Required: Proficient computer skills and knowledge of Windows operating system and Microsoft Office suite of products (Excel, Word, Access and Outlook). Ability to navigate Windows directory structure and follow basic file maintenance procedures. Ability to perform basic DOS commands. Good written communication skills and ability to clearly explain any operating problems or difficulties. Strong attention to detail and ability to work within a team environment to ensure that our client's deadlines are met. Must be able to manage shifting priorities on multiple projects while maintaining quality of output.

Responsibilities: Process client data according to client requirements, established specifications and procedures and U.S. Postal Service standards. Prepare and distribute data files and all corresponding paperwork associated with the production process. Monitor jobs for error messages and notify appropriate parties for escalation. Maintain accurate and up-to-date documentation of project details. Mandatory overtime required during peak production periods. Weekend and Holiday work regularly required.

Education and Experience:

Associate's degree (A.S.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Our Culture/Environment: AXIS Data Solutions, A Cathedral Division is a high-performance, employee-oriented organization. The daily schedule is fast paced and dynamic balanced by the need for precision and attention to detail. The department's environment is professional and team oriented. Cultivating and maintaining an excellent relationship with our clients is the key to our success!

AXIS Data Solutions, A Cathedral Division, is headquartered in Orlando, FL and specializes in electronic and print distribution of client communications. Targeted markets include financial institutions, government entities, utilities, universities and church/non-profit organizations.

We offer excellent compensation and comprehensive benefits including health, dental, vision, life, short term disability, long term disability and 401(k) with company match.

EEOC

This employer is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, disability, veteran status, citizenship status, or marital status. We assure you that your opportunity for employment with this employer solely depends on your qualifications.