

Vacancies for 4 x Data Entry Temps

Assignment Period: 6 January till 28 March 2014
(3 months/ To be confirmed upon Job Offer)

Work Schedule: Monday to Friday, 9am to 6pm

Work Location: 150 Cecil Street (conveniently located between Raffles Place & Tanjong Pagar MRTs)

Standard Pay Rate: \$7/hour

Open to Singaporeans only

Those who are in-between jobs are welcome to apply if you meet below criteria:

THE JOB – *Perform high volume data entry within tight deadlines. Accuracy is critical!*

MUST HAVE!

- Able to commit for whole assignment period
- Able to do overtime (OT) as & when needed
- Basic MS Excel skills
- Positive work attitude
- Willingness to learn
- ***Preference will be given to those with data entry experience***

HOW TO APPLY?

In your resume/ CV, indicate

- Whether you are available for whole assignment period - Yes or No?
- Whether you are able to do overtime (OT), if required – Yes or No?
- Your MS Excel skills - none or Basic or Advanced?
- Your past work experience, including holiday jobs
- Your participation in school CCAs

IMPORTANT

Submit your resume/CV to hr_sg@crocs.com **today** with email subject header "**Data Entry Temps - <YourName>**"