



Westaff is seeking part-time AND full-time Data Entry Clerks for IMMEDIATE consideration in Helena, MT!

TO APPLY: apply at westaffmt.com, call/text us at 406-443-7169 or email info@westaffmt.com!

Schedule: Monday-Friday *some part-time available!*

OR Monday-Thursday, 5pm-9pm

Pay: \$12/hour

Term: through end of April

Responsibilities of Data Entry Clerks:

- Input tax information into state database
- Quick and accurate data entry
- Reviewing information, fixing errors
- Tasks as assigned

Qualifications:

- Must take a 10-key and alphanumeric typing tests
- Tests can be emailed or taken in-office

Benefits:

- Weekly pay!
- Free online courses
- Great opportunity with the state

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Military & Veterans encouraged to apply