



## Corner Brook Port Corporation

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Corner Brook, NL A2H 6T2

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### **Data Entry Clerk**

Job Type: full-time, permanent

Salary: \$40,000-\$45,000

Location: Corner Brook, NL

The Port of Corner Brook is seeking a detail-oriented and organized Data Entry Specialist to become an integral part of our team. The candidate will play a key role in maintaining accurate and up-to-date records related to vessel interfaces, cargo volume statistics, and other critical data for the port's operations. Reporting directly to the CEO, the ideal candidate will have basic accounting knowledge and bookkeeping, making them well-equipped to contribute to our financial tracking and reporting processes. This position offers the opportunity to collaborate with various departments and stakeholders, ensuring precise data entry and accurate record-keeping to support the port's success.

### **Responsibilities**

- Maintain the invoice log for all vessel interfaces, ensuring accuracy and completeness.
- Data entry of accounts payable.
- Verify statistical data to guarantee volume accuracy and ensure timely completion of invoicing.
- Generate comprehensive reports on cargo and cruise volumes for management review.
- Review various reports for discrepancies or errors and communicate findings to relevant managers.
- Track historical data by maintaining a well-organized database of port activities.
- Facilitate easy retrieval of historical records and generate trend reports as needed.
- Ensure efficient data entry and record-keeping, updating electronic and physical records accurately.
- Manage office supplies and equipment, including procurement and inventory management.
- Filing of accounting source documents and records.
- Provide administrative support by answering phone calls and responding to emails.
- Collaborate on special projects as assigned.
- Uphold confidentiality and security of sensitive information.
- Demonstrate proficiency in Microsoft Office Suite.
- Maintain a high level of attention to detail in all tasks.

### **Qualifications:**

- Post-secondary diploma in office administration, business, accounting, or equivalent experience.
- A minimum of three years' experience in a relevant role is required.
- Strong proficiency in Microsoft Office Suite (Excel, Word, Outlook) and Sage 50 Pro.

- Excellent attention to detail and accuracy.
- Ability to work independently, take initiative, and prioritize tasks effectively.
- Strong written and oral communication skills.
- Knowledge of basic accounting principles (invoices, billing).
- Familiarity with port operations or logistics is preferred but not required.
- High school diploma or equivalent; additional certification in Office Management is a plus.

### **About CBPC**

CBPC is an independent and community-based organization that provides high-quality ocean transportation and distribution services through strategic partnerships. Its vision is to create economic value by connecting Western Newfoundland globally through tourism and trade. The Corporation achieves this through its three lines of business: industrial port operations, real estate, and cruise tourism.

### **To Apply**

If you are interested in joining our team, we encourage you to submit your application in person, by mail or email. CBPC is committed to fostering a diverse and inclusive workplace, and we welcome applicants from all backgrounds. We strive to create a culture of inclusivity where individuals feel comfortable and empowered to contribute their unique talents and skills to our team. Please enclose a cover letter, resume and two references.

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