

DATA MANAGEMENT/RECEPTION/OFFICE SUPPORT

(ENTRY LEVEL)

Right to Life of Michigan (RLM) is seeking a prolife individual to maintain Member Management System records, input accounting batches, assist receptionist, and provide primary back up for the mail room.

Responsibilities:

- Perform all data entry duties, ensure accurate record updates of all information, enter batch information into the computer for all departments, etc.
- Primary liaison to third party computer group for recommending improvements to data entry/member profile, reporting system glitches, and striving for precise, user-friendly, data entry system.
- Verify membership addresses and phone numbers.
- Input new names from various sources.
- Maintain accuracy of membership lists.
- Promptly respond to requests for data entry information/assistance, including those from affiliates
- Provide system feedback.
- Daily reception coverage.
- Primary back-up to the Support Services Manager (mail room).
- Employee will also perform other reasonably related business duties as assigned by management as required.

Qualifications:

- Organizational and communication skills.
- Clerical skills; consistency and accuracy.
- Computer literate: proficient in Word, Outlook, exposure to Excel
- Experience on 10 key calculator a plus.
- Excellent work ethic and attendance; able to maintain confidentiality.

PLEASE NOTE:

This is a full-time position with benefits package. Candidates must send cover letter with resume to be eligible for consideration. Please send to Office Manager at careers@rtl.org or mail to: Office Manager, Right to Life of Michigan, PO Box 901, Grand Rapids, MI 49519 – 0901.

Deadline to apply is Thursday, January 13, 2022.