



Manpower is Recruiting for Seasonal Opportunities!

Manpower is currently recruiting for seasonal opportunities in the Union City area that will begin April 2014. We are currently looking for entry level clerks and data entry candidates with at least 1 year of experience and attention to detail; as these positions handle highly confidential documents. These positions are 2- 6 weeks long and have the flexibility of a day, swing and graveyard shift. **All candidates must be able to submit to and pass an FBI Fingerprint Background Check. Pay range: \$10-\$13.20** – depending on the roles and shift.

In order to be considered you must:

- Have an account created under www.manpowerjobs.com
- Bring with you 2 forms of ID (Documents that establish identity and employment authorization. (Ex: Social Security card + State ID)
- Bring 1 additional form establishing citizenship (Ex: US Birth Certificate, US Passport, Certificate of Naturalization, or Permanent Resident Card)
- Direct Deposit information (a voided check or bank account and routing number)

Fatima Smith

Onsite Recruiter

Phone: 510.477.7146



Seasonal Opportunity Job Descriptions

The following are the job descriptions for the various positions available:

PLEASE NOTE: All positions require the flexibility of working weekends and overtime. Candidates must also maintain a positive attitude along with a strong team-oriented approach. Candidates will possess the ability to learn new procedures quickly, the ability to follow written and/or verbal instructions and procedures, while paying high attention to detail. All candidates must be able to work in a production driven environment.

CLERICAL DEPARTMENT: PAY STARTS AT \$10 PER HOUR w/SHIFT DIFFERENTIAL

- Receives mail trays/cages from delivery vehicle
- Sorts incoming mail by PO Box Number.
- Tags/Labels incoming work containers with appropriate date/time indicators. Some positions within the Clerical Dept. will require the candidate to lift trays up to 50lbs.
- Review envelope contents for correctness and sort as required.
- Review the payment transactions that are delivered from the Extraction Area for correctness and completeness.
- Examine all envelopes after extraction processing.
- Examines all tax returns after extraction to sort, count and bundle as appropriate.
- Works in the Remit area to bundles checks and vouchers
- Balancing, sorting, packaging output and quality review.

DATA ENTRY DEPARTMENT: PAY STARTS AT \$12 PER HOUR w/SHIFT DIFFERENTIAL

CANDIDATES MUST TEST AT 7,000 KEYSTROKES PER HOUR TO QUALIFY FOR THIS DEPARTMENT.

- Must be highly accurate and detail oriented. 10-key skills (by touch) are required.
- Enter and verify alpha/ numeric data from a variety of sources into a computerized database.
- Process batched transactions on a NCR Proof Machine to capture image, endorse and encode items.
- Visually verify encoded dollar amount against check amount.
- Prepare the checks and associated documents for deposit process.

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