

The Thompson & Lichtner Company, Inc. seeks a Part Time Data Entry Clerk. The Part Time Data Entry Level Clerk enters data for construction materials testing lab, answers phone, and performs various other assigned office duties. Flexible daytime 20-hour work week, with potential to grow into full time position. Reports to Lab Director. Job location: Canton, MA.

The duties and responsibilities include but are not limited to the following:

- Enters data for construction materials testing lab using computer software programs
- Communicates with Lab Director, Lab Technicians, and personnel from other Departments
- Answers phone
- Prints internal reports

**EDUCATION AND EXPERIENCE:** Minimal High School degree or equivalent. Good typing/data entry skills. MS-Word and Excel experience a plus.

**LANGUAGE REQUIREMENTS:** Ability to read, analyze, and interpret lab reports Ability to write business correspondence. Ability to effectively present information and respond to questions from managers and clients.

**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel objects or controls, reach with hands and arms, talk and hear. The employee is occasionally required to stoop, kneel, and crouch. The employee may be required to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**COMPENSATION:** Hourly compensation dependent upon qualifications and experience

Resumes should be mailed or emailed to: Henry R. Heywood, CEO, The Thompson & Lichtner Company, Inc., 480 Neponset Street, Unit 11A, Canton, MA 02021, [hheywood@thompsonlichtner.com](mailto:hheywood@thompsonlichtner.com).

Contact Information: Henry R. Heywood, CEO, The Thompson & Lichtner Company, Inc., 480 Neponset Street, Unit 11A, Canton, MA 02021. Phone 617.492.2111.

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