



# Data Entry Clerk

## Description

The Tim Hortons Martens Group is seeking a **Data Entry Clerk** to support our growing office operations. This role is essential to maintaining accurate and organized records across our administrative systems and payroll data entry. We're looking for a detail-oriented professional who thrives in a structured environment and takes pride in delivering high-quality, error-free work. If you're detail-driven, organized, and thrive in a structured Monday-Friday workflow, this role is built for you. We offer a stable, growing company with long-term career potential.

## Duties

### Key Responsibilities

- Enter and update data accurately in our internal systems.
- Maintain organized digital and paper records.
- Support HR, payroll, and operations with administrative tasks.
- Perform quality checks to ensure accuracy and compliance.
- Collaborate with the office team to meet daily operational targets.
- Other responsibilities assign from managers.

## Qualification

## Closing Date

January 31, 2026

## Categories

Business, Finance and Administration

## Employer

TIM HORTONS

## Location

River East

## Address

1795 Henderson Hwy,  
Unit 11 Winnipeg, R2G 1P3

## Job Type

Full-time

## Education Level

College

## Email

hr@mytimhortons.com

## **Qualifications**

- Strong attention to detail and accuracy.
- Ability to manage multiple tasks in a fast-paced environment.
- Proficient with Microsoft Office (Excel, Word, Outlook).
- Previous administrative or data entry experience is an asset.
- Strong communication skills and a proactive work style.

## **Phone**

(204) 654-2190