



Canete-Medina Consulting Group Inc  
1416 Lake St., Suite 7  
Evanston, IL 60201

## Schedulers

Our transportation consulting firm is looking for two (2) part-time/full-time temporary Scheduling Assistants to assist with employee scheduling and communications throughout our upcoming project from September 2018–May 2019. Pay rate is \$16-\$22 per hour depending on qualifications.

Main Responsibilities include:

- Maintaining shift schedules for all count crew
- Maintaining shift schedules in Metra-survey.com and monitor shift signups
- Contacting project counters via text messages to remind them to sign up for shifts, as well as assign shifts as needed
- Verifying that all shifts are filled, communicate to internal groups when shifts are open to ensure all shifts are accounted for
- Maintaining the employee data in TimeStation, ensuring data is current
- Downloading employee data from TimeStation and working with Data Entry to validate actual work times of count crew

Qualifications:

- College graduate with experience coordinating multiple tasks
- Must be highly proficient in Excel including the use of databases and pivot tables.
- Excellent verbal and written communications skills and follow-up skills
- Ability to work proactively to ensure tasks are completed to meet scheduling needs of project.

Interested parties can submit their resume to [jobs2018@canete-medina.com](mailto:jobs2018@canete-medina.com).



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## Data Entry Supervisor

Our consulting firm is looking for a full-time temporary Data Entry Supervisor to assist with our upcoming transportation project from September 2018–December 2018. The primary responsibility is to ensure timely and accurate data collection and processing. Pay rate is \$16 per hour.

Main responsibilities include:

- Overseeing and managing data entry assistants
- Cleaning data to ensure data collected is accurate
- Maintain accuracy of dashboard metrics and data provided to the client
- Providing clean data to Payroll for processing
- Ensuring data is provided to downline processes in a timely manner
- Partnering with Payroll and other departments to validate approved data
- Performing other duties as required by management

Requirements:

- Education: Associates degree or Bachelor's degree
- Previous supervisory or team lead experience
- Attention to detail and high level of accuracy is a must
- Proficient computer skills (Excel, Access, Word, Windows, etc.)
- Database and web maintenance skills are a plus

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## Full-Time Data Entry Assistant

Our consulting firm is looking for one (1) full-time temporary Data Entry Assistant to assist with our upcoming transportation project from September 2018 – May 2019. Pay rate is \$12-\$14 per hour depending on qualifications.

Main responsibilities include:

- Collecting ridership count sheets from the field and checking for completion and accuracy
- Ensuring incoming scans from the field are legible
- Filing scans in proper online folders
- Reviewing various documents for errors
- Cleaning data from Time and Attendance system and matching to published shift schedules
- Maintaining accuracy of dashboard metrics and identifying gaps in data
- Performing other duties as required by management

Requirements:

- High School diploma
- Data entry experience
- Attention to detail and high level of accuracy
- Basic computer skills

Interested parties can submit their resume to [jobs2018@canete-medina.com](mailto:jobs2018@canete-medina.com).