



We are a woman-owned, privately held, Information Technology Company providing expertise & innovative solutions to our Military, State & Federal Government, Health Care Community, and Commercial partners. We specialize in Document Management and Call Center Operations. Due to our growth, we are seeking talented, dependable, and professional associates to join our team in our Indianapolis Production Operation, Remote Call Centers, Corporate Office, and our Marion, Indiana Document Center.

NOW HIRING: Call Center, Clerks, & More!

- Looking for **Customer Service Representatives to work in busy, remote, call center**, utilizing their **own laptop or desktop**. Must be able to type **50+ WPM**. Prior phone/call center experience preferred, but **willing to train those with solid work history and excellent work references**. **16ph + \$30pp stipend**.
- Looking for **Production Clerks to work on-site in Ft. Harrison area, Indy**. Prior data entry, scanning, indexing, and/or prepping experience is preferred, but **we are willing to train!** **This position requires a SECRET CLEARANCE with the Federal Gov't (must be able to pass in-depth background check)!** **\$16ph M-F 8:00 – 4:30**
- Looking for **Data Entry Clerks to work on-site in Marion, IN**. Prior data entry, scanning, indexing, and/or prepping experience is preferred, but **we are willing to train!** **Full-time and part-time positions available!** **\$13ph M-F, 1st shift**

Given our growth, we will also have opportunities in the Indianapolis and Cincinnati markets for Data Analysts, working on Federal Contracts, which requires an active Secret Clearance with the Federal Gov't (or ability to acquire a Secret Clearance) and opportunities in Administration, Sales, Human Resources, Accounting, and Data Entry.

Our full-time associates enjoy a comprehensive benefit package including 401k with employer match and generous PTO.

Looking for a **GREAT COMPANY TO JOIN?** Submit resume to: **hrphoenixdata@gmail.com** and include position you're applying for!

Proud to be an Affirmative Action Employer/Equal Opportunity Employer.

www.phoenixdatacorporation.com