

Job Title:	Data Entry Clerk	Job Category:	Entry-Level
Client:	General Service Offered	Time to Fill	2-4 Weeks
Location: Home / Office	Home	Experience Required:	1 Year
Level/Salary Range:	\$8.90-\$10.90	Position Type:	Full-time

Job Description

Role and Responsibilities

The Data Entry Clerk is responsible for operating data entry programs, verifying data, performing related clerical duties, and/or preparing documentation for data entry by assigning codes to entry items and verifying accuracy. The Data Entry Clerk is responsible for the following activities:

1. Maintain database by entering new and updated customer and account information
2. Prepare source data for computer entry by compiling and sorting information
3. Verify data and ensure its accuracy for data entry
4. Process customer inquiries and account source documents
5. Follow communication procedures, guidelines, and policies to:
 - a. Establish entry priorities
 - b. Enter customer and account data
 - c. Solve deficiencies in data
 - d. Maintain data entry requirements
 - e. Verify customer and account data
 - f. Process work orders

Qualifications and Education Requirements

Associate's Degree in Administration, data entry-related fields or equivalent experience as Data Entry Clerk.

Preferred Skillset

Hard Skills

1. Computer knowledge at user level
2. Typing speed at least 30 words per minute
3. Previous experience at Administrative Support is a plus

Soft Skills

1. Attention to detail
2. Time-management
3. Organization
4. Customer Service
5. Data-driven