Data Entry Clerk

Job Description:

**Data Entry Clerks** are usually responsible for entering data into different computer databases, manage and maintain effective record keeping. This may also include extracting information from these materials, capturing data into databases and storing hard copies. In addition, they are responsible for organizing files, collecting and managing data to be entered into the computer.

Job Responsibilities:

* Input new information into database systems
* Create and manage spreadsheets
* Control the data probity by performing comparative analysis of different sources
* Regularly update existing database system records
* Produce reports
* Retrieve data as requested
* Perform regular backup and security database activities
* Document, organize and store relevant documents
* Transferring data from paper formats into computer files or database systems
* Typing in data provided directly from customers
* Creating spreadsheets with large numbers of figures without mistakes
* Prepares source data for computer entry by compiling and sorting information.
* Establishes entry priorities.
* Processes customer and account source documents by reviewing data for deficiencies.
* Resolves deficiencies by using standard procedures or returning incomplete documents to the team leader for resolution.
* Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
* Maintains data entry requirements by following data program techniques and procedures.
* Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data.
* Combines data from both systems when account information is incomplete.
* Purges files to eliminate duplication of data.
* Tests customer and account system changes and upgrades by inputting new data.
* Secures information by completing data base backups.
* Maintains operations by following policies and procedures and reporting needed changes.
* Maintains customer confidence and protects operations by keeping information confidential.
* Contributes to team effort by accomplishing related results as needed.

Job Qualifications:

* High School Diploma
* Associates in business or related field preferred
* Computer certifications preferred
* Experience as a data entry clerk

Opportunities as a data entry clerk are available for applicants without experience in which more than one data entry clerk is needed in an area such that an experienced data entry clerk will be present to mentor.

Job Skills Required:

* Fast and accurate typing skills
* Excellent knowledge of word processing tools and databases
* Experience with Microsoft Office and spreadsheets
* Great attention to detail
* Sense of ownership and pride in your performance and its impact on company’s success
* Critical thinker
* Team player
* Good time-management skills
* Great interpersonal and communication skills