DATA ENTRY OPERATOR

Job Description:

**Data Entry Operator** is responsible for entering specific data into company databases. They are responsible for managing data and keeping it organized. A data entry operator logs data into a computer and other peripherals for data processing. It is important to be detail-oriented, as precision is crucial. They enterdata into different computer databases, manage and maintain effective record keeping. In addition, they may be responsible for organizing files, collecting and managing data to be entered into the computer.

Job Responsibilities:

* Transfer data from paper formats into database systems
* Type in data provided directly from customers or other parties
* Create and manage spreadsheets with large numbers of figures
* Verify data by comparing it to source documents
* Update existing data
* Produce reports
* Retrieve data as requested
* Perform regular backups to ensure data preservation
* Sort, organize and store paperwork after entering data
* Be able to perform duties of the data entry clerk when necessary
* Ensure proper running of databases by means of timely data input
* Assume data proofreading
* Seek data updates by monitoring external sites and communicating with consumers and project managers
* Recourse to data cleaning methods (for instance, promote usability, fill holes, etc.)
* Discern data processing problems, troubleshoot and report them if necessary
* Elaborate new methods of data entry to increase productivity
* Stay in touch with specialists in data gathering to avoid any discrepancy
* Enter identifiable information in order to execute data tracking activities
* Contribute to preserving data confidentiality within a company

Job Qualifications:

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

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

Job Skills Required:

* Solid past performance as an Office Clerk or Data Entry Operator
* High speed of typing and accuracy
* Proficient user of Microsoft Office
* Familiarity with data programs
* Experience carrying out administrative tasks
* Advanced user of office equipment (scanner, fax machine, printer, etc.)
* Competent punctuation, grammar, and spelling
* Aptitude in solving problems
* Detail-focus and diligence
* Ability to work with documents
* Impressive analytical capacity