

Job Overview

Here at XYZ Inc., we are the leading company in our industry in the Capital City area. We're pleased to have a 3.8 Glassdoor rating from our employees. We are hiring an experienced Data Entry to help us keep growing. If you're dedicated and ambitious, XYZ Inc. is an excellent place to grow your career. Don't hesitate to apply.

Responsibilities for Data Entry

- Enter personal customer information into databases as collected upon forms or spreadsheets
- Review all data for errors and report and unusually findings to management
- Collect and determine completed of all information before entering data into software programs
- Scan and print required documents needed to collect information for data entry
- Work following privacy guidelines as dictated by state and federal law
- Generate weekly and monthly reports regarding sales information or areas to be improved upon
- Ensure proper updates of required software and train new employees as needed on company processes
- File and organize paperwork used to enter data into programs to keep a record of original documents

Qualifications for Data Entry

- High school diploma or equivalent degree is required
- Exceptional knowledge of office computer systems and software
- Strong written and communication skills with clients and customers
- Experience working in data entry software and maintaining detailed information regarding available stock and supplies or other data
- Ability to effectively work within record software and update files accurately
- Organize and add detailed information to the personal calendar of management and other members of staff

- Continuing education regarding best practices in database organization
- Experience maintaining a professional level of privacy in accordance with HIPAA or other relevant regulations
- Maintain and order office and supplies as requested by management and staff