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# Example of Data Entry Coordinator Job Description

Our growing company is hiring for a data entry coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for data entry coordinator

* Oversee a document imaging system
* Enter and maintain Technical and Scientific data in the Directory of Services database using information available from SOPs
* The above statements describe the general nature and level of work performed by people assigned to this job
* Participate on project teams conventions manual, Six Sigma
* Perform data entry for various requests received by Fax, Email or Mail
* Process transactions including probing for additional information if the situation needs to be clarified, mailing out requested documents
* Perform back-office transaction processing in support of HR, payroll, benefits and pension functions, including data entry, mailing, filing, correspondence, sorting and routing incoming mail
* Escalate transactions to support advanced level support (HR specialists, payroll, LOA, benefits and pension providers or 2nd level) and ensure follow-up
* Process a changes regarding positions and reporting structures
* Establish new organizations for acquisitions, merges, divestitures

## Qualifications for data entry coordinator

* Maintain the organizational structure
* Conduct validation for data changes and organizational structure
* Participate on special projects and other administrative functions if required
* Minimum one year experience in data entry
* Proven experience with HR systems and processes
* Ability to build trust and demonstrate expertise over the phone/email