



Example of Data Clerk Job Description

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Our company is growing rapidly and is looking to fill the role of data clerk. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for data clerk

- On a daily basis will be required to meet production goals of entering in bankruptcy information into the computer system and processing notices
- Will be responsible for entering information, auditing information, creating information packets, and reviewing spreadsheets
- Scanning documents into the system
- Quality Control to ensure the documents were properly scanned into the system
- Willing to train the correct person
- Enter up to 100 customers into database
- Process new employee files/records and submit to General Manager for approval
- Calculate driver/staff payroll and input payroll information into the computer for processing
- Answer the phone and respond to customer inquiries
- Compile, sort, and verify the accuracy of the driver trip sheets before entered

Qualifications for data clerk

- Strong Data Entry Skills (We will send you 2 typing assessments)
- Willingness to learn and advance within the company
- Computer savvy-proficient in Quickbooks and MS Office programs required
- Professional and friendly phone and email responses, demeanor and etiquette

- Precision-superior attention to detail and highly proficient in data entry and accuracy