



Example of Data Clerk Job Description

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Our company is searching for experienced candidates for the position of data clerk. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for data clerk

- Communicates with employers to obtain verification of employment for retention
- Reviews orientation appointments' failure to attend to determine eligibility for billing based on state policy and contract requirements
- Reviews and approves support services, per state policy, for compliance in the IMPACT and Gateway programs
- Communicates supportive service issues with case management staff and operations
- Processing of timesheets, defect notifications and other maintenance related documents
- Liaising with OEM suppliers for the supply of goods and services
- Kronos employee timecard management
- Minuting of safety and other maintenance related meetings
- Filing of maintenance related documents
- Maintenance department support tasks as allocated

Qualifications for data clerk

- Previous experience in customer service or a call center environment preferred
- High School Diploma / GED and/or Associate's Degree
- Must be able to work very well in Excel and Outlook - Access experience would be helpful

- Submit changes for approval signatures, coordinate corrections and changes by approvers, and issue documentation package(s)
- Intermediate general computer knowledge