



# Example of Data Clerk Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is searching for experienced candidates for the position 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

- Process, sort, distribute and/or deliver incoming correspondence (email, mail, faxes)
- Regular interaction with customers, both internal and external
- Service and support all Direct Marketing departments including VIP
- Verification of reservations and tours for accuracy
- Monitor and Fulfill Virtual Room & Tour inventory for their assigned location within the 72-hour turn around
- Maintain and update inventory in VOICE according to the room requested
- Provide weekly room inventory Allotment Reports for their assigned location to ensure accuracy
- Process package swaps, room and tour requests for their assigned location
- Communicating to off-site hotel properties reservations and cancels manifest, and monitoring them on a daily basis
- Handle special requests/ADA rooms for their assigned location

## Qualifications for data clerk

- Bachelor's degree in Transportation, Logistics, or Business Administration and prior experience in logistics are preferred
- Computer experience is required with proficiency in Microsoft Outlook, Word and Excel
- Must be able to read and interpret policies, procedures and instructions
- Must have effective and empathetic communication style in managing

- 2 to 3 years experience in data entry and analysis