



# Example of Data Entry Supervisor Job Description

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Our company is growing rapidly and is looking to fill the role of data entry supervisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for data entry supervisor

- During light workload situations, seeks out additional tasks / duties for the department to maintain appropriate productivity
- Keeps Manager informed when problems may interfere with work being completed on time
- Follows all corporate compliance and general policies and procedures and sets an example of appropriate corporate ethical behavior
- Support, train, enable and coach HR Transaction Processing Specialists and supervise workflow in a high volume processing environment
- Monitor quality assurance controls and ensure all Sarbanes Oxley compliance standards are being met
- Understand and manage a variety of vacation and sick plans
- Problem Resolution – Ability to analyze employment status issues and identify the root cause
- Onboard, train and mentor new hires for the HR Transaction Processing Specialist role
- Process overflow
- Document in detail and maintain department policy and procedures

## Qualifications for data entry supervisor

- Management or Leadership experience is preferred
- 10-Key by Touch verifiable at a speed of a minimum of 8,000 Net kph
- Must demonstrate effective communication, interpersonal, and organizational

- Educate HR and operations on employment and employee master record policy and procedure
- Solid working understanding of Human Resources administrative functions
- Previous experience with Unemployment Compensation administration and vendor interaction preferred