



# Example of Data Entry Supervisor Job Description

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Our innovative and growing company is looking to fill the role of data entry supervisor. 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 supervisor

- Detail oriented and ability to perform in a high-volume work environment while meeting tight deadlines
- Ability to implement new processes and procedures and to assist Manager, Corporate Human Resources, with identifying, recommending, and implementing process improvements
- Strong analytical, planning, organization and problem solving skills
- Supervise a Data Entry team of 10 plus personnel
- Manage the operational efforts of processing sample logistics and insurance data handled by the Data Entry team
- Collaborate with internal and external departments to promote accurate and expedient data
- Oversee customer and account records, exception cases, and reports
- Streamline procedurals and processes to ensure the data entry requirements are followed and data techniques adhere to laboratory and compliance guidelines
- Responsible for verifying and curating customer and account data by reviewing, correcting, deleting, or reentering data
- Ensuring the timely and quality entering of new accounts and maintenance changes to meet and exceed our clients expectations

## Qualifications for data entry supervisor

- Demonstrate active listening, leadership, and mentorship skills through group projects, training sessions, and/or partnerships with peers and/or direct reports
- Experience in healthcare, laboratory, or customer service helpful
- Must have completed TennCare Data Entry Training
- HS Graduate (AS degree or higher a plus)
- Strong computer skills with specific experience in SAP, Oracle, or Maximo preferred