



Example of Data Entry Supervisor Job Description

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Our innovative and growing company is searching for experienced candidates for the position of data entry supervisor. 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 entry supervisor

- Attend supervisor meetings and conducts unit meetings with DE CCR's and other Duties assigned by Management
- Sets priorities for the team to ensure task completion and performance goals are met, such as Quality, Adherence, Turnaround Time, Error corrections
- Provides subject matter expertise to team members
- Perform training and subject matter expert role
- Provides direct daily supervision to multiple delivery team leads
- Deploy team building and professional development strategies to create high-performing teams
- Closely monitor and manage work stream delivery
- Oversee daily activities of project team including making assignments
- Support the PMO Delivery Lead is assessing project deliverables and risks and issues, providing recommendations to improve outcomes
- Facilitate cross-training of team member and provide subject matter expertise and assistance as applicable

Qualifications for data entry supervisor

- Minimum 2 years successful Data Entry Experience
- A minimum of one (1) year of experience in the contracts field or similar and/or vacation ownership industry
- Knowledge of medical claims forms, standards, and documentation

- Knowledge of Medicaid claims regulations and processes
- Strong team leadership skills and customer support activities are required