



Example of Data Entry Job Description

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

- Verifies that all information is keyed accurately and in a timely manner
- Manage the internal move data input process including the keying of all information, electronically moving cartons to new locations, investigating and resolving exceptions and closing the work order
- Resolve issues/problems regarding GIS collected data
- Navigating Web Pages
- Adobe PDF Viewer
- Assist with a major data entry project
- Providing various administrative support in various capacities
- Enter ordering using client's computer systems and providing timely and accurate processing
- Understand client's sales, purchasing and manufacturing and computer system as it pertains to Customer Service
- Respond to customer inquiries for pricing, delivery and punch list information

Qualifications for data entry

- Must be able to sit or stand extended periods of time
- Ability to accurately complete paperwork
- Bilingual in Cantonese/Mandarin would be a benefit and preferred
- At least 6months - 1 year of data entry or clerical experience
- Experienced with 10 key

