



Example of Data Entry Job Description

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Our company is growing rapidly and is hiring for a data entry. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for data entry

- Utilize PC and mainframe system to generate reports
- Adhere to establish company polices/procedures
- Process and enter information in to the database
- Receive and enter large quantities of documents
- Seek ways to improve company policies and procedures
- Perform other clerical tasks as required
- Track each request and communicate with the team if there are issues
- Weekly create metric to track the project
- Data Entry into the customer's database
- General clerical duties- filing, copying, etc

Qualifications for data entry

- Must have 2+ years related Data Entry experience
- Must be able to type 8,000 KPH on both alphanumeric and 10 key
- Excellent computer skills, including experience with MS Office and Windows
- Ability to work unsupervised for extended periods of time
- Position requires extensive use of the telephone
- Experience with 10-key is helpful, but not required