



Example of Data Entry Job Description

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Our company is growing rapidly and is looking for a 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

- Prepare excel reports to post for cross functional teams for status of purchase orders
- Scanning of records
- Kelly-sponsored ACA health care coverage for eligible employees
- Enter heavy amounts of data pertaining to healthcare forms and medical information
- File documents ensuring all privacy standards are in compliance
- Accurately input orders and data into their CRM system
- Enter data in to the system exceptional accuracy
- Entering orders in to the system, entering invoices, and managing documents
- Excellent data entry skills with proven data entry experience
- Ability to learn and work in multiple computer systems/applications

Qualifications for data entry

- 10 key and type speed
- Ability to quickly filter through the data
- Must meet the requirements for a National Agency Check with Inquires (NACI)
- Data Entry Accuracy is required
- Knowledge in Microsoft Office Suite (you will be tested)
- Experienced working in networked computer setting (including nomenclature

