



# Example of Data Entry Job Description

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Our company is growing rapidly and is hiring for a data entry. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for data entry

- Candidates will be responsible for handling 24 loans/day (mortgage loans)
- Responsible for pulling final loan docs and reviewing for accuracy
- Employees are graded and measured on each loan on quality, typos, etc
- There will be ZERO phone handling or talking to customers
- 2 weeks of classroom training, and then 1-2 weeks working on fake loans to get familiar with the process
- Builds SAP import spreadsheets for laboratory data
- Daily input and tracking of data
- Work with customers in validating documents
- Will be entering credit card applications into a PNC specific system
- Files correspondence and other documents according to the established file system

## Qualifications for data entry

- 1 year of fast / heavy data entry with on speed and accuracy experience
- High School education / GED with 1 to 3 years of data entry experience
- Typing/keyboarding proficiency - Iron Mountain requirements of input and quality standards
- Proficiency on a PC in an IBM compatible and Windows environment
- Ability to lift material with an average weight of 40+ pounds per box or record

