



Example of Data Entry Job Description

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Our company is looking to fill the role of 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

- 10,000 kph (data entry only)
- Job may require lifting up to 30lbs (bank requirement)
- Indexing imaged documents
- Provide specific values for each imaged document to ensure proper routing and retrieval
- Research items that need to be re-scanned and prepare them to be imaged
- This role the candidate will not really be processing data but rather routing to other areas of business
- Making outbound cold calls
- Requesting, copying, and filing medical records
- Filing study related documents as required
- Performing other RA (front office/back office) duties as needed depending on site needs

Qualifications for data entry

- Preferred backgrounds - call center, data entry, legal assistant, accounting, medical billing/coding
- Bachelor's highly preferred, but not required
- Coordinates delivery schedules
- Assists in distributing various reports and program audits
- Coordinates efforts between the many departments involved

