

DATA ENTRY CLERK

JOB BRIEF

We are looking for a Data Entry Clerk to audit information from our database and accurately transfer to client systems. The ideal candidate will be computer savvy and a fast typist with a keen eye for detail. Understanding of data confidentiality principles is compulsory.

DATA ENTRY CLERK RESPONSIBILITIES INCLUDE

- Transferring data from paper formats into computer files or database systems
- Typing in data provided directly from customers
- Creating spreadsheets with large numbers of figures without mistakes

RESPONSIBILITIES

- Audit information from our database and accurately transfer to client systems
- Ability to read and follow instructions for multiple database platforms
- Create spreadsheets and use formatted spreadsheets in excel
- Verify data by comparing it to source documents
- Update existing data
- Retrieve data from the database as requested
- Prioritize work flow
- Communicate and work well with staff team and management as needed

REQUIREMENTS

- Proven experience as data entry clerk
- Fast typing skills; Knowledge of Microsoft Outlook is strongly preferred
- Knowledge of word processing tools and spreadsheets (MS Office Word, Excel etc.)
- Working knowledge of office equipment and computer hardware and peripheral devices
- Good command of English both oral and written and customer service skills
- Great attention to detail
- High school degree or equivalent
- Must be able to pass a background check

REI is an Equal Opportunity Employer