

Data Entry

July 17, 2019

Overview

Our software start-up is seeking multiple individuals to enter data from various source documents into our software application for storage, processing and data management purposes. We are seeking experienced individuals that can meet and exceed project expectations.

Responsibilities

- Prepare, compile and sort documents for data entry
- Check source documents for data accuracy
- Research further information for incomplete documents
- Maintain data to meet project specifications in a timely manner
- combine and rearrange data from source documents where required
- enter data from source documents into prescribed computer database, files and forms
- transcribe information into required electronic format
- scan documents into document management systems or databases
- check completed work for accuracy
- store completed documents in designated locations
- maintain logbooks or records of activities and tasks
- respond to requests for information and access relevant files
- print information when required
- comply with data integrity and security policies
- maintain own office equipment and stationery supplies

Education/Experience

- High school diploma
- formal computer training an advantage
- proficient in relevant computer applications such as MS Office
- accurate keyboard skills and proven ability to enter data at the required speed
- knowledge of correct spelling, grammar and punctuation
- knowledge of clerical and administrative procedures

Key Competencies

- planning and organizing
- information collection and management
- problem solving
- attention to detail
- decision making skills
- communication skills
- confidentiality
- ability to work under pressure