

Data Entry Clerk is responsible for entering data into different computer databases, manage and maintain effective record keeping. In addition, they may be responsible for organizing files, scanning and managing data this is an in person position.

Duties and responsibilities:

- Input information into database systems
- Create and manage spreadsheets
- Produce reports, as requested
- Central file management
- Retrieve data as requested
- Document, organize and store relevant documents
- Provide support to the Administrative team

Skills and abilities:

- Proven data entry work experience
Experience with MS Office and data programs
Familiarity with administrative duties
Experience using office equipment
Typing speed and accuracy
Excellent knowledge of correct spelling, grammar and punctuation
Attention to detail
Confidentiality
Organization skills, with an ability to stay focused on assigned tasks

Qualifications:

- High school diploma; additional computer training or certification will be an asset