

Data Entry Clerk

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$17.10 to \$19.80 hourly
Employment status: Contract / Temporary

Description

Are you excellent at recalling important details? Do you consider yourself an organized individual with the ability to accurately enter data efficiently? If so, then you could thrive in this role. An exciting company is in search for a Data Entry Clerk to join their team and have the opportunity for career growth. As the Data Entry Clerk, you will enter large volumes of information into Microsoft Excel and ERP systems and databases, and you will handle additional accounting and finance support functions. This long-term contract / temporary Data Entry Clerk position is in College Park, Maryland.

What you get to do every single day

- Continuing operations by following policies and procedures; reporting needed changes
- Processing customer and account source documents by reviewing data for deficiencies
- Aiding the company in data entry and additional administrative tasks
- Acting in accordance with data program techniques and procedures to ensure data entry requirements are met
- Preparing data for computer entry by compiling and sorting information; establishing entry priorities
- Handling highly sensitive information
- Executing additional tasks as required

Requirements

- Command of Perform Data Entry
- Comprehensive knowledge of data entry
- Foundational knowledge in Process Purchase
- Experience with Purchase Orders
- Proficiency in Accounts Payable (AP)
- Fulfill a data entry speed of 8,000 keystrokes per hour with 100% accuracy
- Strong organization skills with a sense of urgency and capable of prioritizing multiple tasks
- Strong communication and social skills and able to receive criticism well
- High degree of proficiency in Microsoft Excel
- Excellent computer skills
- Must be able to work independently with minimal supervision

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