

## 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:** \$16.00 to \$20.00 hourly  
**Employment status:** Contract / Temporary

### Description

You might be the Data Entry Specialist Robert Half is seeking for this growing company in the Local Government industry, if you are highly-skilled and motivated. If you're looking for work in a dynamic, growing environment, this job might be right for you, if you have quick and accurate typing skills and impeccable organization. If you have intermediate experience in spreadsheets and proficiency in database management, this might be the job for you. A data-driven expert with great attention to detail can start their career with us in this Data Entry Specialist position! If you're looking for work as a Data Entry Specialist, this short-term contract / temporary position in the Silver Spring, Maryland area might be right for you!

### Requirements

#### -Available to work in office and commutable to Silver Spring, Maryland

- Check completed work for errors or duplicate information before submitting the final product
- Categorize information into spreadsheets, databases and customer relationship management systems
- Confirm, corroborate, and remove unnecessary data, or combine data from several sources
- Keep detailed records of tasks, files, and progress
- Examine reports and sheets of data
- Search websites for information
- Request further information for documents that are deemed incomplete
- Excellent oral and written communications skills
- Computer Data Entry experience
- Perform Data Entry experience
- Comprehensive knowledge of Microsoft Excel
- Microsoft Excel experience preferred
- Strong familiarity with data entry

- Proven typing accuracy

- Ability to multitask and meet deadlines

- Solid computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems

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Questions? Call your local office at 1.888.490.4154. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

**This Job Posting will expire in 10 days.**