



is now hiring!

Data Entry Clerk
<p><b>Benefits:</b> 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.</p> <p><b>Salary range:</b> \$12.66 to \$14.66 hourly</p> <p><b>Employment status:</b> Temporary</p>
<p><b>Description</b></p> <p>Ready to seize your opportunity for a career as a Data Entry Clerk? Robert Half is searching for a motivated and skilled candidate to fill an open position. We are searching for a data-driven veteran who pays great attention to detail and looking to thrive in a dynamic, fast-paced environment. You will be expected to have intermediate experience in spreadsheets and proficiency in database management. Do you have quick and accurate typing skills and impeccable organization? Then this is the Data Entry Specialist position for you. This long-term contract / short-term contract Data Entry Clerk role is based in the Fairfax, Virginia area.</p> <p>Major responsibilities</p> <ul style="list-style-type: none"><li>- Enter information into spreadsheets, databases and customer relationship management systems</li><li>- Keep detailed records of tasks, files, and progress</li><li>- Review and remove nonessential data as well as combine data from multiple sources</li><li>- Methodically review completed work, checking for computation errors or duplicate values before submitting the final product</li><li>- Search the internet for information</li><li>- Track down further information for documents that are deemed incomplete</li><li>- Inspect reports and sheets of data</li></ul> <p><b>Requirements</b></p> <ul style="list-style-type: none"><li>- Ability to multitask and meet deadlines</li><li>- Excellent verbal, written, and social communication skills</li><li>- 1+ years of related experience</li><li>- Candidate must have substantial computer experience including word processing, spreadsheets and presentation software, as well as databases and customer database systems</li><li>- Consistent typing accuracy</li><li>- Microsoft Office experience</li><li>- Data entry experience required</li></ul> <p>OfficeTeam, a Robert Half Company, matches professionals in the administrative field with remote or on-site jobs on a temporary and temporary-to-full-time basis. Whether you're a seasoned administrative pro or starting your career, we have options for you.</p> <p>Our experienced staffing professionals can promote you to employers and advocate on your behalf. We provide access to top jobs, competitive compensation and benefits, and free online training. For more opportunities, get the Robert Half app and receive instant notifications when our AI matches your skills and experience with jobs.</p> <p>When you work with us, you're working with the best. has been recognized as one of FORTUNE's "Most Admired Companies" every year since 1998 and was named to Forbes' inaugural list of America's Best Temporary Staffing Firms.</p> <p>Questions? Call your local office at 1.888.490.4154. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to temporary professionals. Visit <a href="https://roberthalf.com/benefits.net/">https://roberthalf.com/benefits.net/</a> for more information.</p> <p>© 2020 OfficeTeam. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to Robert Half's Terms of Use (<a href="http://www.roberthalf.com/terms-of-use">www.roberthalf.com/terms-of-use</a>).</p> <p><a href="#">Apply Here For Job Posting</a></p>

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

This Job Posting will expire in 10 days.