

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: \$16.15 to \$18.70 hourly
Employment status: Contract / Temporary

Description

If you are highly-skilled and motivated, Robert Half's Data Entry Specialist opening with a growing company might be what you're looking for! This might be the job for you if you're looking to thrive in a dynamic, growing environment and have quick and accurate typing skills and impeccable organization. We are looking for someone with intermediate experience in spreadsheets and proficiency in database management. 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 Arlington, Virginia area might be right for you!

What you get to do every single day

- Analyze completed work for duplications or errors in content before submitting the final product
- Examine reports and sheets of data
- File information into spreadsheets, databases and customer relationship management systems
- Preserve detailed records of tasks, files, and progress
- Search the internet for information
- Request further information for documents that are deemed incomplete
- Confirm, corroborate, and remove unnecessary data, or combine data from several sources

Requirements

- Comprehensive knowledge of filing
- Ability to multitask, collaborate and communicate well with individuals of all backgrounds in a fast-paced environment
- Excellent written/verbal communication and organizational skills
- Knowledgeable computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Demonstrated typing accuracy

-Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

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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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