

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: \$16.70 to \$19.34 hourly
Employment status: Contract / Temporary

Description

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 seeking a data-savvy professional who is keen to pick up on important details and looking to thrive in a fast-paced, growing environment. You will be expected to have developed intermediate experience in spreadsheets and proficiency in database management. Do you have speedy and precise typing skills and impeccable organization? Then this is the Data Entry Specialist opportunity for you! This short-term contract / temporary Data Entry Clerk role is based in the Washington, District of Columbia area.

Key responsibilities

- Investigate reports and sheets of data
- Track down further information for documents that are deemed incomplete
- Explore the internet for information
- Classify information into spreadsheets, databases and customer relationship management systems
- Review and remove nonessential data as well as combine data from multiple sources
- Retain detailed accounts of tasks, files, and progress
- Check completed work for errors or duplicate information before submitting the final product

Requirements

- Strong communication skills and able to receive criticism well
- Candidate must have substantial computer experience including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Ability to multitask effectively
- Quality experience with typing
- Email Correspondence experience
- Customer service experience required
- Proficiency in data entry
- Well-founded grasp of Organizing Files
- Experience with Microsoft Excel
- Practical knowledge of scanning
- General familiarity with Perform Calculations
- Proven knowledge of Microsoft Word
- Solid understanding of 10 Key Skills
- Excellent 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.

Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to

top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. [Download the Robert Half app](#) and get 1-tap apply, instant notifications for AI-matched jobs, and more.

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.