

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: \$20.00 to \$23.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is searching for a Data Entry Clerk to join a dynamic team in St. Paul on a contract-to-hire basis! The ideal candidate will have a keen eye for detail and excellent problem-solving skills.

Responsibilities:

- Accurate and timely entry of data into respective databases, systems and platforms.
- Reviewing data for discrepancies, missing pages or information, and resolve discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution.
- Maintain a high level of organizational and clerical knowledge to assist with administrative tasks as needed.
- Respond to requests for information and access relevant files as necessary.
- Implement data scrubbing and data cleansing techniques.
- Create and manage spreadsheets with large numbers of figures.
- Verify data by comparing it to source documents.

Requirements

Qualifications:

- High school diploma or equivalent.
- Minimum 1 year of related experience in a similar role.
- Proficient with Microsoft Office Suite, particularly Excel and Word.
- Strong typing speed with exceptional accuracy.
- Attention to detail and able to spot numerical errors.
- Multi-tasking capabilities.
- Ability to handle confidential information.
- Excellent written and verbal communication skills.

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This Job Posting will expire in 10 days.