

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: \$20.90 to \$24.20 hourly
Employment status: Contract / Temporary

Description

You might be the Data Entry Clerk this exciting company is looking for, if you're looking for opportunity for career growth. Robert Half may have a job for you, if you're organized, dependable, detail-oriented, and capable of speedy and accurate data entry. The Data Entry Clerk's duties will include accurately entering large volumes of data into Microsoft Excel as well as ERP systems and databases, among other accounting and finance support functions. If you're a reliable, lightning-quick thinker with perfectionist tendencies interested in speedy and accurate data entry, join the team and take one more step toward advancing your career. This Data Entry Clerk role is a long-term contract / temporary opportunity in Reston, Virginia.

Your responsibilities in this role

- Assisting with special projects as required
- Processing customer and account source documents, reviewing data and detecting deficiencies
- Handling materials containing highly confidential information
- Maintaining data entry requirements by following data program techniques and procedures
- Preparing data for computer entry by compiling and sorting information; establishing entry priorities
- Continuing operations by following policies and procedures; reporting needed changes
- Providing support for data entry and additional administrative tasks

Requirements

- 1+ years of relevant experience
- Strong Microsoft Excel skills required
- Strong computer skills including customer database systems
- High school diploma, GED, or other equivalent
- Numeric data entry experience desired
- Fulfill a data entry speed of 8,000 keystrokes per hour with 100% accuracy
- Strong communication and social skills
- Must be able to work independently with minimal supervision
- Excellent organizational and multitasking skills

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