

## 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:** \$14.25 to \$16.50 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! You might be a good fit for this dynamic, growing environment, if you have quick and accurate typing skills and impeccable organization. To succeed in this position, you will need intermediate experience in spreadsheets and proficiency in database management. Data-driven experts with great attention to detail are encouraged to apply to this Data Entry Specialist position and start their careers with us! If you're looking for long-term contract / temporary employment, this Tucson, Arizona area Data Entry Specialist position is ideal for you!

#### Your responsibilities

- Preserve detailed records of tasks, files, and progress
- Enter information into spreadsheets, databases and customer relationship management systems
- Methodically review completed work, checking for computation errors or duplicate values before submitting the final product
- Verify, correct, and delete unnecessary data, or combine data from several source
- Investigate reports and sheets of data
- Explore the internet for information
- Seek further information for documents that are considered to be incomplete

### Requirements

- Solid computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Be able to prioritize workload and perform in a fast-paced and challenging environment
- Ability to communicate verbally and in writing effectively throughout all levels of the company
- High typing accuracy
- Data entry experience desired

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 works to put you in the best position to succeed. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity - whenever you choose - even on the go. [Download the Robert Half app](#) and get 1-tap apply, notifications of AI-matched jobs, and much more.

All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to contract/temporary professionals, including medical, vision, dental, and life and disability insurance. Hired contract/temporary professionals are also eligible to enroll in our company 401(k) plan. Visit [roberthalf.gobenefits.net](https://roberthalf.gobenefits.net) for more information.

© 2024 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

[Apply Here For Job Posting](#)

**This Job Posting will expire in 10 days.**