

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: \$17.10 to \$19.80 hourly
Employment status: Contract / Temporary

Description

This Data Entry Specialist job will be the best fit for a data-driven expert with great attention to detail. This Data Entry Specialist would be operating on a long-term contract / temporary basis in the Long Beach, California area, so if that fits what you're looking for, contact us! This is a great position for Data Entry Specialists who are looking for work at a growing company in the Oil & Gas industry. Robert Half is hiring candidates who are highly-skilled and motivated, with intermediate experience in spreadsheets and proficiency in database management. Quick and accurate typing skills, and impeccable organization, will make you a good fit for this position. Start your career as a Data Entry Specialist with us, if you're looking to thrive in a dynamic, growing environment!

What you get to do every single day

- Analyze completed work for duplications or errors in content before submitting the final product
- Preserve detailed records of tasks, files, and progress
- Correct, verify, and delete non-required data and combine data from several different sources
- File information into spreadsheets, databases and customer relationship management systems
- Examine reports and sheets of data
- Sift through websites for information
- Seek further information for documents that are considered to be incomplete

Requirements

- Less than one year of experience preferred
- Proven typing accuracy
- Data entry experience
- Solid understanding of Perform Data Entry
- High-Volume Data Entry experience highly desired
- Computer Data Entry experience required
- Foundational knowledge in numeric data entry
- Ability to multitask and communicate well with individuals of all backgrounds
- Excellent verbal, written, and social communication skills
- Proficiency with diverse computer applications and experience with contract database systems

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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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 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.