

## 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

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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.**