

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: \$20.50 to \$22.00 hourly
Employment status: Contract / Temporary

Description

You'll be great at this Data Entry Specialist job if you are a data-driven expert with great attention to detail. This Data Entry Specialist position is based in the Reston, Virginia area, and would be needed on a long-term contract / temporary basis. Candidates who want to work for a growing company might be interested in this Data Entry Specialist opening. Robert Half has a new job opening, for candidates who are highly-skilled and motivated, with intermediate experience in spreadsheets and proficiency in database management. Candidates for this position should have quick and accurate typing skills, and impeccable organization. Start your career as a Data Entry Specialist with us, if you're looking to thrive in a dynamic, growing environment!

How you will make an impact

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

Requirements

- Demonstrated typing accuracy
- Excellent oral and written communication skills
- Experience with Computer Data Entry
- Well-founded grasp of numeric data entry
- Earlier work involving Excel Formulas
- Wide ranging experience with Perform Data Entry
- Practical knowledge of Computer Data Entry
- Proficiency in Perform Data Analysis
- Data Analytics experience preferred
- Data Analysis experience
- Proven knowledge of data entry
- General familiarity with data entry
- Data Analysis experience
- Good understanding of Microsoft Excel
- Quality experience with High-Volume Data Entry
- Knowledgeable computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems

- Ability to multitask efficiently and prioritize work

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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.