

## 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:** \$20.00 to \$20.00 hourly  
**Employment status:** Contract / Temporary

### Description

If you're looking for work as a Data Entry Specialist, you might be the highly-skilled and motivated candidate Robert Half is seeking for a growing company in the Professional Services industry! This might be the job for you if you're looking to thrive in a dynamic, growing environment and have quick and accurate typing skills and impeccable organization. Candidates with intermediate experience in spreadsheets and proficiency in database management are encouraged to apply. If you're a data-driven expert with great attention to detail, start your career as a Data Entry Specialist with us! If you're looking for short-term contract employment, this Hamilton, New Jersey area Data Entry Specialist position is ideal for you!

#### Your responsibilities

- File information into spreadsheets, databases and customer relationship management systems
- Review completed work for content errors or duplicate values before presenting the final product
- Verify, correct, and delete unnecessary data, or combine data from several source
- Obtain further information for documents that are deemed incomplete
- Create notes of tasks, files, and progress
- Sift through websites for information
- Examine reports and sheets of data

### Requirements

- Ability to multitask efficiently and prioritize work
- Draft Documents experience preferred
- High-Volume Data Entry experience preferred
- Strong familiarity with Compiles Documents
- Comprehensive knowledge of business review documents
- Solid computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Strong communication and social skills
- Excellent typing accuracy

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](#)

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

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