

Quechan Indian Tribe (5300)
To: Employment Counselor
Date: 07/13/2025



90248
Gardena, CA, 90248

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: \$19.00 to \$20.00 hourly
Employment status: Contract / Temporary

Description

This position involves reviewing approximately 90 tickets daily, documenting the review process, and conducting data entry tasks. Responsibilities also include reviewing transcripts, assigning status to documents, and maintaining clear communication with management by providing regular updates. The role is detailed-oriented and involves a significant amount of downloading and storing documents. Ideal candidates should excel in office and clerical duties, data entry, or order processing, with a strong background in financial aid or admissions. There is potential for temporary-to-permanent employment, with preference given to candidates not currently enrolled in college.

Requirements

Document Review

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