

## 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:** \$18.00 to \$20.00 hourly  
**Employment status:** Contract / Temporary

### Description

A Non-Profit company has enlisted the help of Robert Half to find a highly-skilled and motivated Data Entry Clerk who is ready to start a career with us! We are seeking a data-savvy professional who is keen to pick up on important details and looking to thrive in a fast-paced, growing environment. You will be expected to have intermediate experience in spreadsheets and proficiency in database management. Do you have fast and accurate typing skills and impeccable organization? Then this is the Data Entry Specialist position for you. This short-term contract / temporary Data Entry Clerk role is based in the Gardena, California area.

How you will make an impact

- Classify information into spreadsheets, databases and customer relationship management systems
- Review completed work for content errors or duplicate values before presenting the final product
- Preserve detailed records of tasks, files, and progress
- Review and remove unneeded data as well as combine data from multiple sources
- Perform searches on websites for information
- Track down further information for documents that are deemed incomplete
- Survey reports and sheets of data

### Requirements

- Strong communication skills and able to receive criticism well
- High typing accuracy
- Accomplished computer skills are a must. This includes word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Document Review experience
- Ability to multitask and communicate effectively with individuals of all backgrounds

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