

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/05/2024



94043

Mountain View, CA, 94043

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: \$23.75 to \$27.50 hourly
Employment status: Contract / Temporary

Description

Looking for a Data Entry Clerk role? Robert Half has a great opportunity in the Museum/Art Gallery industry. We are looking for a data-driven expert who has great attention to detail and looking to thrive in a dynamic, growing environment. You will be expected to have intermediate experience in spreadsheets and proficiency in database management. Do you have quick and accurate typing skills and impeccable organization? Then we have the Data Entry Specialist position for you. This long-term contract / temporary Data Entry Clerk role is based in the Mountain View, California area.

Your responsibilities

- Enter information into spreadsheets, databases and customer relationship management systems
- Analyze completed work for duplications or errors in content before submitting the final product
- Track down further information for documents that are deemed incomplete
- Survey reports and sheets of data
- Verify, correct, and delete unnecessary data, or combine data from several source
- Keep records of tasks, files, and progress
- Perform searches on websites for information

Requirements

- Comprehensive knowledge of data entry
- Data entry experience
- High typing accuracy
- Excellent communication and organizational skills
- Ability to multitask and meet deadlines
- Capable computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems

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Questions? Call your local office at 1.888.490.4154. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be

authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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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.