

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: \$16.00 to \$19.00 hourly
Employment status: Contract / Temporary

Description

Do you consider yourself highly-motivated and skilled? You may be the perfect candidate for a Data Entry Clerk position offered through Robert Half. 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 rapid and error-free typing skills and impeccable organization? Then this is the Data Entry Specialist position for you. This long-term contract / temporary Data Entry Clerk role is based in the Redwood City, California area.

How you will make an impact

- Retain detailed accounts of tasks, files, and progress
- Correct, verify, and delete non-required data and combine data from several different sources
- Methodically review completed work, checking for computation errors or duplicate values before submitting the final product
- Obtain further information for documents that are deemed incomplete
- Submit information into spreadsheets, databases and customer relationship management systems
- Search the internet for information
- Examine reports and sheets of data

Requirements

- Sound written and verbal communication skills
- Ability to multitask and communicate effectively with individuals of all backgrounds
- Knowledgeable computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- CRM experience
- Multi Task experience preferred
- Proven knowledge of Zendesk
- Microsoft Excel experience highly desired
- Comprehensive knowledge of data entry
- Foundational knowledge in CRM
- Excellent typing accuracy

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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.