

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/18/2024



94401
San Mateo, CA, 94401

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: \$20.90 to \$24.20 hourly
Employment status: Contract / Temporary

Description

If you are a talented and experienced Data Entry Clerk, Robert Half has an exciting opportunity in the Security industry for you. We are searching for a data-driven veteran who pays great attention to detail and looking to thrive in a dynamic, fast-paced environment. You will be expected to have developed intermediate experience in spreadsheets and proficiency in database management. Do you have speedy and precise typing skills and impeccable organization? Then apply today for this great Data Entry Specialist opportunity! This short-term contract / temporary Data Entry Clerk role is based in the San Mateo, California area.

How you will make an impact

- Retain detailed accounts of tasks, files, and progress
- Review and remove unneeded data as well as combine data from multiple sources
- Sift through websites for information
- Classify information into spreadsheets, databases and customer relationship management systems
- Obtain further information for documents that are deemed incomplete
- Investigate reports and sheets of data
- Analyze completed work for duplications or errors in content before submitting the final product

Requirements

- Comprehensive knowledge of navigating basic office equipment and protocols
- Ability to multitask effectively
- High typing accuracy
- Substantial computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Excellent communication skills (written and verbal)

-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.

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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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