

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



94536  
Fremont, CA, 94536

## 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 \$25.00 hourly  
**Employment status:** Contract / Temporary

### Description

Do you excel at Microsoft Excel? Does data excite you? Are you looking for a position that will allow you to prove it? Look no further! OfficeTeam is seeking a stellar **Data Entry Clerk** for our client in Oakland.

### Responsibilities:

- Entering data info into software system
- Verifying accuracy of information to prepare data for product information
- Reviewing data for deficiencies or errors, correcting any incompatibilities

### Requirements

#### Requirements:

- Great organizational skills and attention to detail
- Proficiency in MS office, including MS Word and Excel
- Great communication skills
- Positive attitude
- Ability to work well under pressure
- Ability to multitask
- Type 45+ WPM

Robert Half offers full benefits, 401(k), paid time off, and professional enrichment opportunities. Apply today; we really look forward to hearing from you!

-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.

Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. [Download the Robert Half app](#) and get 1-tap apply, instant notifications for AI-matched jobs, and more.

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.

© 2022 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

[Apply Here For Job Posting](#)

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

**This Job Posting will expire in 10 days.**