Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 03/28/2024

Robert Half®
is now hiring!

95131

San Jose, CA, 95131

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: DOE
Employment status: Contract / Temporary

Description

If you are a talented and experienced Data Entry Clerk, Robert Half has an exciting opportunity in the IT Software 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. Intermediate experience in spreadsheets and proficiency in database management desired. Do you have lightning quick and accurate typing skills and impeccable organization? Then this is the Data Entry Specialist role for you! This long-term contract / temporary Data Entry Clerk role is based in the San Jose, California area.

Major responsibilities

- Inspect reports and sheets of data

- Categorize information into spreadsheets, databases and customer relationship management systems

- Create notes of tasks, files, and progress

- Verify, correct, and delete unnecessary data, or combine data from several source

- Obtain further information for documents that are deemed incomplete

- Check completed work for errors or duplicate information before submitting the final product

- Search the internet for information

Requirements

- Less than one year of experience is acceptable

- Comprehensive knowledge of data entry

- Ability to handle multiple tasks to prioritize needs and expedite tasks upon request

- Excellent written, verbal and social communication skills

- Demonstrated typing accuracy

- Proficiency with diverse computer applications and experience with contract 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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This Job Posting will expire in 10 days.