

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/14/2024



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: \$18.00 to \$23.00 hourly

Employment status: Contract / Temporary to Hire

Description

We are looking for an entry level Data Entry Clerk who can start immediately for our client located in San Jose. This is a temporary assignment lasting up to 4+ months with the possibility to convert. This role is perfect for anyone who is looking to gain office experience and is comfortable using Excel or QuickBooks.

- Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners
- Type in data provided directly from customers
- Create spreadsheets with large numbers of figures without mistakes
- Verify data by comparing it to source documents
- Update existing data
- Retrieve data from the database or electronic files as requested

Requirements

- High level of attention to detail/accuracy
- Proficient in Excel or Quickbooks

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