

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: \$23.75 to \$27.50 hourly

Employment status: Contract / Temporary to Hire

Description

If you're looking for opportunity for career growth, this Data Entry Clerk opening at an exciting company might be what you're looking for! Robert Half may have a job for you, if you're organized, dependable, detail-oriented, and capable of speedy and accurate data entry. Accurately entering large volumes of data into Microsoft Excel as well as ERP systems and databases, among other accounting and finance support functions, will be the Data Entry Clerk's main duties. If you're a reliable, lightning-quick thinker with perfectionist tendencies interested in speedy and accurate data entry, join the team and take one more step toward advancing your career. This long-term contract / temporary to hire Data Entry Clerk position is in Santa Clara, California.

Major responsibilities

- Compiling and sorting data for computer entry; establishing entry priorities
- Performing special projects as assigned
- Reviewing customer and account source documents for deficiencies
- Providing assistance with data entry and other administrative tasks
- Adhering to policies and procedures when performing operations; reporting needed revisions
- Ensuring data entry meets requirements by adhering to program techniques and procedures
- Working with highly confidential materials

Requirements

- Data entry speed over 8,000 keystrokes per hour with 100% accuracy
- 2+ years of related experience
- Microsoft Excel experience required
- Great Plains (GPAC) experience
- Excellent computer skills
- Highly organized and self-motivated
- Must be able to work independently with minimal supervision
- Excellent verbal and written communication skills
- High school diploma or equivalent required

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Questions? Call your local office at 1.888.490.3195. 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 legally 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.

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