

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 05/07/2024



95131  
San Jose, CA, 95131

## Data Entry Clerk - Entry Level

**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 \$23.00 hourly  
**Employment status:** Contract / Temporary

### 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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