

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

Description

You'll be great at this Data Entry Specialist job if you are a data-driven expert with great attention to detail. This Data Entry Specialist position is on a long-term contract / temporary basis, and is based in the Mountain View, California area, so if that's what you're looking for, don't hesitate to contact us! You might be a good fit for this opening with a growing company in the Museum/Art Gallery/Botanical/Zoo for a Data Entry Specialist. The new job being offered through Robert Half might be for you, if you are highly-skilled and motivated, with intermediate experience in spreadsheets and proficiency in database management. You might be right for this position if you have quick and accurate typing skills, and impeccable organization. Join this dynamic, growing environment and start your Data Entry Specialist career with us!

What you get to do every single day

- Analyze completed work for duplications or errors in content before submitting the final product
- Create notes of tasks, files, and progress
- Track down further information for documents that are deemed incomplete
- Submit information into spreadsheets, databases and customer relationship management systems
- Audit reports and sheets of data
- Search websites for information
- Correct, verify, and delete non-required data and combine data from several different sources

Requirements

- Excellent verbal, written, and social communication skills
- Solid understanding of data entry
- Data entry experience
- Proficient computer skills including word processing, spreadsheets, presentation software, as well as databases and customer database systems
- Ability to multitask and communicate effectively with individuals of all backgrounds
- Consistent typing accuracy

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

This Job Posting will expire in 10 days.