

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



94536
Fremont, CA, 94536

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: \$20.00 to \$25.00 hourly
Employment status: Contract / Temporary

Description

Do you excel at Microsoft Excel? Does data excite you? Are you looking for a position that will allow you to prove it? Look no further! Robert Half is seeking a stellar **Data Entry Clerk** for our client in Fremont.

Responsibilities:

- Entering data info into software system
- Verifying accuracy of information to prepare data for product information
- Reviewing data for deficiencies or errors, correcting any incompatibilities

Requirements

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- Knowledge of Microsoft Office – Word, Excel, and PowerPoint
- The ability to work independently and wear many hats
- At least 6 months of work as an administrative assistant or receptionist
- Bachelors is a plus

Robert Half offers full benefits, 401(k), paid time off, and professional enrichment opportunities. Apply today! we really look forward to hearing from you!

-Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

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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.