

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: \$19.00 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! OfficeTeam is seeking a stellar **Data Entry Clerk** for our client in Oakland.

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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- Great organizational skills and attention to detail
- Proficiency in MS office, including MS Word and Excel
- Great communication skills
- Positive attitude
- Ability to work well under pressure
- Ability to multitask
- Type 45+ WPM

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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.