



is now hiring!

<b>Data Entry Clerk</b>
<b>Benefits:</b> 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.
<b>Salary range:</b> \$14.25 to \$16.50 hourly
<b>Employment status:</b> Temp to Hire
<b>Description</b>
<p>We're looking for Data Entry Specialist candidates who are data-driven experts with great attention to detail. This Data Entry Specialist position is based in the Charlotte, North Carolina area, and would be needed on a long-term temporary-to-full-time basis. This is a great position for Data Entry Specialists who are looking for work at a growing company in the IT Software industry. Candidates who are highly-skilled and motivated, with intermediate experience in spreadsheets and proficiency in database management, should check out OfficeTeam's new job opening. Quick and accurate typing skills, and impeccable organization, are a must. Start your career as a Data Entry Specialist with us, if you're looking to thrive in a dynamic, growing environment!</p> <p>Your responsibilities in this role</p> <ul style="list-style-type: none"><li>- Audit reports and sheets of data</li><li>- Obtain further information for documents that are deemed incomplete</li><li>- Enter information into spreadsheets, databases and customer relationship management systems</li><li>- Analyze completed work for duplications or errors in content before submitting the final product</li><li>- Review and remove unneeded data as well as combine data from multiple sources</li><li>- Explore the internet for information</li><li>- Create notes of tasks, files, and progress</li></ul>
<b>Requirements</b>
<ul style="list-style-type: none"><li>- Microsoft Word experience</li><li>- Microsoft Excel experience highly desired</li><li>- Demonstrated knowledge of navigating basic office equipment and protocols</li><li>- Expertise in Microsoft Outlook</li><li>- Adeptness in customer service</li><li>- Alpha over 10,000 kph experience</li><li>- Strong familiarity with document control</li><li>- Strong computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems</li><li>- Sound written and verbal communication skills</li><li>- High typing accuracy</li><li>- Ability to multitask and attention to detail are critical</li></ul>
<p>OfficeTeam, a Robert Half Company, matches professionals in the administrative field with remote or on-site jobs on a temporary and temporary-to-full-time basis. Whether you're a seasoned administrative pro or starting your career, we have options for you. Our experienced staffing professionals can promote you to employers and advocate on your behalf. We provide access to top jobs, competitive compensation and benefits, and free online training. For more opportunities, get the Robert Half app and receive instant notifications when our AI matches your skills and experience with jobs.</p> <p>When you work with us, you're working with the best. has been recognized as one of FORTUNE's "Most Admired Companies" every year since 1998 and was named to Forbes' inaugural list of America's Best Temporary Staffing Firms.</p> <p>Questions? Call your local office at 1.888.490.4154. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to temporary professionals. Visit <a href="https://roberthalf.gobenefits.net/">https://roberthalf.gobenefits.net/</a> for more information.</p> <p>© 2020 OfficeTeam. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to Robert Half's Terms of Use (<a href="http://www.roberthalf.com/terms-of-use">www.roberthalf.com/terms-of-use</a>).</p>
<p><a href="#">Apply Here For Job Posting</a></p>

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

**This Job Posting will expire in 10 days.**