Data Entry Specialist

At Soma Employment Solutions, we connect dedicated professionals with high-growth companies to drive success and efficiency. We are currently recruiting for a detail-oriented Data Entry Specialist position for a client company based in Minneapolis, MN. This company is looking for a skilled individual to join their team and contribute to their data management processes.

Description

As a Data Entry Specialist, you will be responsible for accurately inputting a high volume of data into the company's data management systems. You will work closely with the data management team to ensure the integrity and accuracy of the data, which is critical for operational excellence and informed decision-making.

Responsibilities

- Accurately input textual and numerical information from source documents within time limits.
- Compile, verify the accuracy, and sort information according to priorities to prepare source data for computer entry.
- Review data for deficiencies or errors, correct any incompatibilities, and check the output.
- Research and obtain further information for incomplete documents.
- Generate reports, store completed work in designated locations, and perform backup operations.
- Scan documents and print files, when needed.
- Keep information confidential in accordance with security policies.

Qualifications

- Proven data entry work experience, as a Data Entry Operator or Office Clerk.
- Experience with MS Office and data programs.
- Familiarity with administrative duties.
- Experience using office equipment, like fax machine and scanner.
- Typing speed and accuracy.
- Excellent knowledge of correct spelling, grammar, and punctuation.
- Attention to detail.
- Confidentiality.

Job Benefits

- Competitive salary and benefits package.
- Opportunities for professional development and career advancement.
- Supportive work environment with flexible working conditions.

Hiring organization
SES

Employment Type
Full-time

Job Location
Minneapolis , Minnesota, USA

Working Hours
08:00 AM – 05:00 PM

Date posted
May 13, 2024