We are seeking a dedicated, organized Data Entry Clerk to help us transfer large volumes of information into our new database and keep our records current when we collect new data. You must be detail-oriented and review the data for errors before inputting them into our new system. We expect you to work efficiently and transfer data as quickly and accurately as possible. We prefer candidates who have data entry experience, but we are willing to train the right person.

<h2>Requirements</h2>

High school diploma or equivalent

Previous experience in data entry or equivalent experience in a related field a plus

Proficient in Microsoft Word and Excel

Able to quickly and accurately type and enter data knowledge of touch typing system preferred

Attention to detail

Excellent communication and organizational skills