



Data Entry Specialist 1

Job summary

As a Data Entry Specialist, you will significantly impact our overall customer experience and satisfaction levels for day-to-day payment processing service delivery. You will utilize strong data entry and attention to detail skills to process payment requests for the products they support. In doing so, you will be required to achieve several key performance indicators in adherence to the production payment processing operations such as service levels, manual data entry quality error rate, productivity, quality, and response/resolution time. You will be required to foster strong relationships with both customers and internal teams alike to facilitate solutions or meet urgent customer timelines.

Responsibilities

Enters customer payment level data from e-mailed forms.

Enters data by data entry timelines. Adheres to data entry productivity standards.

Ensures that all required payment information, to be data entered in internal data systems, is complete. Updates existing data as required.

Suggest methods to improve process flow, efficiency, and service experience to both internal stakeholders and external customers

Adheres to standard operating procedures and onboarding documentation is adhered to and updated as needed

Reviewing data for deficiencies or errors, correcting any incompatibilities, and checking output

Comply with data integrity and security policies

Manages to productivity metrics and goals

Actively contributes to knowledge management.

Strong ability to communicate with team and management both written and verbally.

Other duties as assigned

Requirements

2+ years of recent data entry experience

Excellent word processing/data entry accuracy with a solid understanding of Microsoft Office

Demonstrate computer skills including word processing, spreadsheets, and database systems.

Demonstrates ability to manage data confidentiality and follow security practices

Proven ability to build strong customer relationships and navigate difficult interactions/escalations

Ability to independently deal with high-volume workload; neatness and accuracy of work; flexibility and professional attitude in performing a variety of duties with shifting demands and priorities; excellent organizational skills.

Strong work ethic with a positive, team player mentality

Excellent knowledge of correct spelling, grammar, and punctuation



Remarkable interpersonal, verbal, and written communication skills

Data Entry Specialist 2

Job summary

We are seeking a Data Entry Specialist. You will read source documents and enter information into specific fields or onto tapes or disks for subsequent entry, using keyboards or scanners. You will be responsible for comparing data with source documents in verification format to detect errors.

In the [Data Entry Specialist](https://100hires.com/data-entry-job-description.html) role, you must be able to multitask and pay exceptional attention to details. We are seeking a dedicated individual with excellent customer service and communication skills. You must be able to work independently, learn quickly, and exercise sound judgment.

Responsibilities

- Compiling, sorting, and verifying the accuracy of information before it is entered
- Locating and correcting errors or reporting them to the supervisor
- Maintaining logs of activities and completed work
- Selecting materials needed to complete work assignments
- Storing completed documents in appropriate locations
- Operating a data entry device to record or verify a variety of information
- Inputting alphabetic and numeric information on the keyboard according to screen format
- Handling phone interactions with clients for support and troubleshooting

Requirements

- At least 1-2 years of Data Entry experience
- Accurate 10-key typing skills – 8000+
- Intermediate MS Word, Excel, and Internet research skills
- Understanding of customer service protocols
- Strong phone presence

Data Entry Specialist 3

Job summary

The ideal candidate will be capable of working in a fast-paced and deadline-driven role. This exciting position provides a family-oriented culture and involves working in a business casual environment.



Responsibilities

Process collateral packages by the company guidelines
Assist with packaging and shipment of collateral packages
Review all collateral documents for accuracy and request corrections as needed
Other duties as assigned

Requirements

High School diploma or GED equivalent required
Ability to prioritize and work under pressure to meet deadlines
Strong oral, written, and interpersonal communication skills
Demonstrate effective communication skills with title companies, attorneys, branches, and correspondents
Ability to demonstrate a high degree of accuracy in entering data
Proficiency with MS Office; specifically, Access, Excel, PowerPoint and Word
High attention to detail and great organizational skills
Local travel may be required
Willingness to complete a background check upon accepted offer

Data Entry Specialist 4

Job summary

As a [Data Entry Specialist](https://100hires.com/data-entry-job-description.html) processor you will be responsible for reviewing applications and organizing data. The ideal candidate must have excellent attention to detail, and an outstanding work ethic. Qualified candidates must have a high sense of urgency and excellent attendance.

Responsibilities

Opening envelopes, removing applications, checks, and other documents.
Perform accurate, timely input/keying of required data fields on client transactions by department procedures/guidelines.
Scan and prepare final documents and boxes for shipping, and review various reconciliation verifications.
Additional clerical duties as needed
Professionally interact with team members, peers, and managers across shifts to ensure quality requirements are met.
Adhere to company policies, client requirements and compliance guidelines

Requirements



Strong attention to detail

High school diploma or GED

Must be able to complete a fingerprint background, criminal background, and drug test

Basic knowledge of Microsoft Office and computer skills needed (testing required)

Effective written and verbal communication skills

Must be available to work overtime during peak season

Data Entry Specialist 5

Job summary

Responsible for inputting information from various sources into a computer database.

Responsibilities

Enter part numbers and bill of materials in the ERP system

Enter and update Sales Orders in the ERP system

Assist requesting and filing vendor quotes

Prepare and package hand-off documents before job release to production

Scan and upload documents to the electronic document repository

Print/stamp drawings and other customer documentation (with job # & date)

Help updating open sales order report

Close old quotes

Operate keyboard or other data entry device to enter data into computer

Accurately enter alphabetic, numeric, or symbolic data from source documents into the computer using a data entry device such as a keyboard or optical scanner

May compile, sort, and verify the accuracy of data to be entered

Type rapidly and accurately (both numerical and text data.)

Abide by all rules and regulations as outlined in your employee handbook.

Requirements

Computer literate

Be able to multi task

Self-motivated

Detail-oriented



Data Entry Specialist 6

Job summary

We are looking for a [Data Entry Specialist](https://100hires.com/data-entry-job-description.html) to update and maintain information on our company databases and computer systems.

We need a highly motivated data entry specialist. The ideal candidate must have essential data entry skills, the ability to work in a fast-paced environment, and must be very detail-oriented.

Responsibilities

- Learn to review, understand and locate errors in partner agreements
- Learn to evaluate partner agreements (changed rates, rate structure, compare differences and similarities)
- Preparing contracts to be issued to partners and clients
- Assisting sales agents with basic data entry and preparing group rate agreements
- Track and monitor signed and counter-signed agreements
- Archiving of data
- Answer phones
- Perform other general clerical duties
- Provide superior customer service
- Perform other office-related duties as assigned in support of all departments

Requirements

- Essential data entry skills
- Detail oriented
- Ability to work and perform in a fast-paced environment
- Ability to comprehend, actively listen and adjust to constant changes to instructions
- Excellent communication skills
- Excellent typing accuracy
- Ability to handle multiple tasks to prioritize needs and expedite tasks upon request
- Proficient computer skills
- Basic math skills
- Team player
- Good attitude, self-motivated and self-organized
- Critical thinker



Good spelling, punctuation and grammar skills

Data Entry Specialist 7

Job summary

We are looking for a strong Data Entry Specialist. The ideal candidate would be someone with strong computer abilities, fast data entry skills as well as accuracy.

Responsibilities

Accurately entering data into multiple systems

Ensuring the accuracy of documents and preparing them for processing

Identifying and correcting errors in data

Working in a high volume, production environment

Requirements

The ability to type 8000 KPH with 95% accuracy or higher

High attention to detail and accuracy

Ability to meet personal production goals in a high-volume work environment

Data Entry Specialist 8

Job summary

We are looking for a [Data Entry Specialist](https://100hires.com/data-entry-job-description.html) to type information into our database from paper documents. The ideal candidate will be computer savvy and a fast typist with a keen eye for detail. You will report to a data manager or another senior data team member. The company will rely on you to have accurate and updated data that are easily accessible through a digital database.

Responsibilities

Transfer data from paper formats into computer files or database systems using keyboards, data recorders, or optical scanners.

Type in data provided directly by customers.

Create spreadsheets with large numbers of figures without mistakes.

Verify data by comparing it to source documents.

Update existing data.

Retrieve data from the database or electronic files as requested.



Perform regular backups to ensure data preservation.

Sort and organize paperwork after entering data to ensure it is not lost.

Requirements

Proven experience in Data Entry.

Fast typing skills; Knowledge of touch typing system is strongly preferred.

Excellent knowledge of word processing tools and spreadsheets (MS Office Word, Excel, etc.)

Working knowledge of office equipment and computer hardware and peripheral devices.

Good command of English both oral and written and customer service skills.

Great attention to detail.

High school degree or equivalent

Data Entry Specialist 9

Job summary

Performs timely and accurate data entry and maintenance of provider records or credentialing and contract information in multiple databases. Researches and resolves questions and complaints, and ensures that information in all databases is accurate and properly configured to support operations.

Responsibilities

Reviews correspondence and timely, accurate record set-up and data entry.

Supports internal auditing process to ensure data accuracy and integrity.

Researches and resolves issues and ensures systems are updated, timely, appropriately, and accurately.

Responds to requests to update or change information and ensures that all changes are made within operational guidelines and accurately supports all other systems-related functions.

Researches and responds to providers and other internal staff regarding complex inquiries.

Develops solutions and communicates outcomes by telephone and in writing.

Supports the implementation of new business by ensuring providers are appropriately and accurately loaded in all applicable systems.

Records daily activities using electronic and manual systems as directed.

Provides consultation and information to area offices regarding the composition of the provider network or specific provider statuses.

Assists representatives with detailed information to answer provider questions and return provider calls, as requested, to communicate resolution and/or appropriate course of action.

Performs other duties and special projects as assigned.



Requirements

HS/GED Minimum

Two+ years' experience in Data Entry

Data Entry Specialist 10

Job summary

We are seeking a dynamic and energetic professional with outstanding communication and organizational skills for a [Data Entry Specialist](https://100hires.com/data-entry-job-description.html) assignment. A successful candidate will have strong data entry skills.

Responsibilities

Provide administrative support to the office

Main responsibility is doing data entry

Light phones

Requirements

Proven Data Entry Skills

Sage Software

Must be able to understand job costing