

Data Entry Clerk Job Description

Duties and Responsibilities:

- Source for data and information to be entered into a spreadsheet
- Prepare spread sheet to be used in entering data
- Enter data and information into the company or customer's database
- Type data and reports in word or spreadsheet format
- Update the data and information on a company's database
- Read and edit data and information contained in the company's database
- Sort and arrange data and information stored into batches for easy access and reference
- Comply with the company's data entry procedures and techniques
- Review and verify the company's data from time to time to ensure that data contained are up to date and relevant
- Ensure the safety of stored files by creating a database back up
- Ensure the confidentiality of data stored in the company's database.

Data Entry Clerk Requirements – Skills, Knowledge, and Abilities

- Computer skills: To get a job as a data entry clerk and succeed as one, strong computer skill is necessary. The clerk must be a computer savvy and must feel comfortable working on a computer for hours. Good typing speed is also very necessary. In addition, having a strong knowledge of other office applications and different kinds of spreadsheets is also necessary
- Education: It is mandatory that a data entry clerk be educated to at least high school diploma level. However, having a more advanced certificate is always considered a plus for an applicant. Having a training certificate in desktop publishing may also be considered important. The clerk is expected to be fluent in the English language backed with good math skills
- A data entry clerk must be very confidential. He/she should be able to protect customers' private information and data

- The role involves high degree of courteousness and focus. The clerk must be an individual with zero tolerance for error
- Finally, a good sight is necessary since the clerk is expected to work on the computer system almost all the time.