Data Entry Specialist Job Description

- Enters data in computer databases or maintains such records manually; resolves and answers data-related queries
- Prepares and maintains correspondence files, mailing lists, and reference directories
- Compiles, formats, sorts or routes correspondence as required by office procedures or management requests
- Operates word processing equipment to prepare correspondence, reports, manuals and other documents from word processing software programs; confirms document contents including spelling and formatting requirements before distributing copies for printing
- Types correspondence of a professional nature according to established style and format guidelines using word processing equipment; corrects errors using editing functions of software programs as needed; may produce sample letters for illustrative purposes only when general policy does not exist for specific situations
- May be required to perform data entry work during extended hours, weekends and holidays when needed
- Prepares and maintains data files for computer database according to established procedures; maintains accurate entries of customer, vendor and product information; coordinates the input, retrieval, storage and distribution of such information
- Answers or resolves customer service or technical questions concerning computer databases; ensures compliance with system policies on a regular basis; assists in correcting miscellaneous errors as assigned
- Interprets computer services policies and procedures; represents the company in situations requiring knowledge of computer hardware and software applications as needed

- Maintains current knowledge of computer hardware, software applications, and data entry industry practices; keeps informed of new applications and industry trends
- Performs other related duties as assigned.