Job Summary:

The Data Entry Operator will enter data and perform other related duties.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Retrieves source files and work from the data center each day.
- Verifies and logs the receipt of data and obtains any data that is missing.
- Uses data entry equipment to record assigned data.
- Resolves minor processing problems; seeks assistance from supervisor or other appropriate staff for issues beyond immediate expertise.
- Maintains confidentiality of sensitive information.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent and precise data entry and typing skills.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite or related software.
- Good organizational skills and attention to detail.
- Ability to keep information confidential.
- Ability to work independently.

Education and Experience:

- Some data entry experience preferred.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.