



Title: Data Entry Specialist

Department: Electronic Content Management

Location: 780 Montgomery Avenue, Jersey City, NJ

Basic Functions: Responsible for entering information into the system while ensuring accuracy and completion of records

Essential Functions:

- Excellent data entry skills
- Strong typing skills min. 45-60 wpm
- Data entry by inputting alphabetic and numeric information using an established procedure
- Maintain data entry requirements by following data program techniques and procedures
- Verifies entered data by reviewing, correcting, or reentering data
- Maintain operations by following policies and procedures; report needed changes
- Uphold integrity of customer confidence and protect operations by keeping information confidential
- Contribute to team effort by accomplishing related results as needed
- As the project continues to develop, job may be expanded

Employee Qualifications:

- ***Must be vaccinated for COVID-19***
- Sit for up to 8 hours at a time (with breaks)
- Lift up to 20 pounds
- Type a minimum of 45-60 words per minute with little to no errors
- Maintain flexibility with scheduling
- Report to the office on time for every assigned shift
- Strong attention to detail

Position is Part-Time

About Hudson Community Enterprises

HCE is a not-for-profit that has been providing training and employment opportunities for persons with disabilities for over 60 years. HCE operates five enterprise businesses, including building management services, Electronic Content Management (ECM)/document scanning, document shredding, digital printing and packaging and fulfillment. Each of these businesses employs persons with disabilities and other barriers to employment, *many of whom have been provided workforce development/training and vocational rehabilitation through HCE.*

TO APPLY, CONTACT ABBE MORELLO
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