



Data Entry

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

Essential Functions:

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The following functions of the job include, but are not limited to the following:

- Excellent data entry skills
- Strong typing at least 45 WPM
- Strong attention to detail is a must.
- Enters data by inputting alphabetic and numeric information using an established procedure.
- Maintains data entry requirements by following data program techniques and procedures.
- Verifies entered data by reviewing, correcting, or reentering data.
- Maintains operations by following policies and procedures; reporting needed changes.
- Maintains customer confidence and protects operations by keeping information confidential.
- Contributes 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***
- HS or GED Recommended
- Organization
- Typing
- Attention to Detail
- Confidentiality
- Thoroughness and decision making
- Sit for 8 hours at a time
- Lift up to 20 pounds
- Type a minimum of 40-45 words per minute with little to no errors

If interested, please contact:

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