



<https://reliablestaffing.com/job/data-entry-rssafrd3002/>

DATA ENTRY RSSAFRD3002

Description

We are looking for a detail-oriented, reliable, and organized Data Entry Clerk to join our team in Fredericksburg, TX. In this role, you will be responsible for accurately inputting, updating, and verifying digital and physical records within our company databases. Your accuracy and efficiency will help keep our daily administrative and operational workflows running smoothly.

Monday – Friday 8am-5pm.

Job Location

Fredericksburg, TX

Base Salary

\$ 17.00

Employment Type

Temporary about 1 ½ months

Hiring organization

Reliable Staffing Corporation

Contacts

Send the resume to clientservices@reliablestaffing.com

Qualifications

- Enter and update data accurately into databases, spreadsheets, and other digital systems
- Review data for errors or inconsistencies and correct as needed
- Maintain confidentiality and security of sensitive information
- Perform routine data audits to ensure quality and completeness
- Retrieve and organize information as requested by supervisors
- Prepare and sort documents prior to data entry
- Verify data from source documents for accuracy
- Assist with basic administrative tasks related to data handling
- Follow established procedures and guidelines for data management
- Communicate effectively with team members regarding data issues or discrepancies

Education

- High school diploma or equivalent
- Proven experience in data entry or a similar administrative role preferred
- Excellent typing speed and accuracy
- Strong attention to detail
- Familiarity with Microsoft Office Suite and data management software
- Ability to work independently and as part of a team
- Strong organizational and time management skills
- Good written and verbal communication skills
- Bilingual a plus
- Ability to handle confidential information with discretion