



Data Entry Specialist at Intellectual Point

A rapidly growing Information Technology, Training, Consulting and Software Development Company in Sterling is looking for an Data Entry Specialist. The main purpose of this position is to enter data from various source documents into the computer system for storage, processing and data management purposes. This person needs to be motivated with excellent computer and typing skills, detailed oriented, and able to manage work schedule with minimal supervision. This person will be the behind the scenes member of the team, reviewing and fact-checking information, fixing errors when found, and maintaining documentation or logs.

Duties & Responsibilities:

- Insert customer and account data by inputting text based and numerical information from source documents within time limits
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- Research and obtain further information for incomplete documents
- Apply data program techniques and procedures
- Generate reports, store completed work in designated locations and perform backup operations
- Scan documents and print files, when needed
- Keep information confidential
- Respond to queries for information and access relevant files
- Comply with data integrity and security policies
- Ensure proper use of office equipment and address any malfunctions

Qualifications & Skills

- Proven data entry work experience, as a Data Entry Operator or Office Clerk
- Experience with MS Office and data programs
- Familiarity with administrative duties
- Experience using office equipment, like fax machine and scanner
- Typing speed and accuracy
- Excellent knowledge of correct spelling, grammar and punctuation
- Attention to detail
- Confidentiality
- Organization skills, with an ability to stay focused on assigned tasks
- High school diploma; additional computer training or certification will be an asset

Please send a copy of your resume to: contact@intellectualpoint.com