**Job Description:**

Data Entry Operator

**Reports to:**

Program Manager

**Key Responsibilities/Duties**:

* Compiling, verifying accuracy and sorting information to prepare source data for computer entry
* Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output
* Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
* 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
* Comply with data integrity and security policies
* Ensure proper use of office equipment and address any malfunctions

**Required Education/Experience**

* Minmum Bachelor’s degree with 2 years of experience, with fast typing skills and excellent knowledge of word processing tools with spreadsheets (MS Office) and should have basic understanding of databases.
* Proven data entry work experience
* Experience with MS Office and data programs
* Familiarity with administrative duties
* Typing speed and accuracy
* Excellent knowledge of correct spelling, grammar and punctuation