

POSITION: DATA ENTRY/OFFICE SUPPORT

EMPLOYMENT TYPE: PART TIME 14-20 flexible hours per week (Monday-Thursday)

WAGES: \$12-\$15 per hour depending upon experience; No benefits

#### JOB DESCRIPTION

Follow supervisor's instructions to identify information (sometimes incomplete or illegible) and determine correct data to enter information into spreadsheets or computer program. Along with entering or updating data, the data entry clerk will run reports as requested. Data entered often contains personal or confidential information about individuals, some of which may be protected by laws such as the Health Insurance Portability and Accountability Act, or HIPAA. Procedures must be followed for protecting information including: locking desk or file cabinets, closing data entry screens on computers when leaving the desk or office in order to prevent data breaches.

#### JOB RESPONSIBILITIES

- Collect and enter student intake, attendance and test data into PA Department of Education E-Data system. Verify accuracy. Type 40wpm or better
- Answer phone calls in a courteous, efficient and timely manner.
- Demonstrate excellence in organization and time management skills. Able to perform multiple tasks efficiently.
- Occasional Front Desk Receptionist duties
- Additional duties and responsibilities as assigned

#### JOB REQUIREMENTS

- Skilled in Word, Excel, Outlook with a working knowledge of Access
- Able to learn complex guidelines for entering data
- Strong organizational and time-management skills
- Customer service phone experience preferred
- Strong verbal and written communications skills required
- High School diploma or GED

#### EXCELLENT CANDIDATE WILL EXHIBIT

- Strong attention to detail
- The ability to work well in time-sensitive situations
- Be self-motivated
- Ability to quickly adapt to changes in procedures and systems
- Good communication skills
- Strong work ethic and positive attitude