TCU Consulting Services

We Are Hiring!!!

Data Entry Clerk

3500 Eastern Blvd #200, Montgomery, AL 36116, United States

www.tcuconsulting.com

Starting Pay: $20/hr   **Flexible Hours Available**

TCU Consulting Services is currently looking for a diligent and detail-oriented Data Entry Clerk to join our team. The ideal applicant will be in charge of accurately recording important company information and entering, updating, and checking data in our systems. In order to maintain efficiency, organization, and data integrity within the company, the data entry clerk will be essential.

Responsibilities:
Accurately input data into the company's database systems.
Conduct data verification and validation to ensure data integrity and quality.
Collaborate with other team members to gather necessary information and resolve data discrepancies.
Type in data provided directly from customers.
Verify data by comparing it to source documents.

Data Verification:
Cross-check and validate data to ensure accuracy.
Identify and correct errors in entered data.
Maintain data quality standards by conducting routine audits.

Documentation:
Maintain organized and up-to-date records of all data entries.
Assist in the development and maintenance of data management procedures.

Communication:
Collaborate with team members to address any data-related issues.
Communicate effectively with other departments to gather necessary information.

Confidentiality:
Handle sensitive and confidential information with utmost discretion.
Adhere to data protection policies and guidelines.

Qualifications:
High school diploma or equivalent.
Proficient in data entry with a high level of accuracy.
Strong attention to detail and organizational skills.
Excellent time management and multitasking abilities.
Familiarity with data management software and databases.
Basic understanding of confidentiality principles.
Strong written and verbal communication skills.

HOW TO APPLY? Send Resume to: info@andrew-consultant.com