

SAMPLE JOB DESCRIPTION FOR DATA ENTRY OPERATOR

We are seeking a detail-oriented data entry operator to compile, capture, and maintain our digital database. As a data entry operator, you will be required to compile, merge, and format documents for data entry, check documents for errors, input data and update the database, and manage the digital filing systems.

To be a successful data entry operator, you should possess excellent typing skills and be attentive to detail. Skilled data entry operators should be able to quickly identify data errors and demonstrate precision in their work.

Data Entry Operator Responsibilities:

- Gathering, collating, and preparing documents, materials, and information for data entry.
- Process the Purchasing Orders, Get the details from Pos to a separate data base, confirm the pricings, add details to Quick Books and submit the POs in Quick Books to the relevant parties and other duties involved in that process.
- Conducting research to obtain information for incomplete documents and materials.
- Creating digital documents from paper or dictation.
- Reviewing all documents and information for accuracy and informing the supervisor of any errors or inconsistencies.
- Capturing data into digital databases and performing regular backups.
- Updating and maintaining databases, archives, and filing systems.
- Monitoring and reviewing databases and correcting errors or inconsistencies.
- Generating and exporting data reports, spreadsheets, and documents as needed.
- Performing clerical duties such as filing, monitoring office supplies, scanning, and printing as needed.

Data Entry Operator Requirements:

- 2 years' experience as a data entry operator or similar.
- Excellent typing abilities.
- Excellent time management and multitasking abilities.
- Proficiency in data capturing and office management software such as MS Office and Google Suite.
- The ability to manage and process high volumes of data accurately.
- Good understanding of databases and digital and paper filing systems.
- Knowledge of administrative and clerical operations.
- Keen eye for detail and the ability to concentrate for extended periods.
- Excellent verbal and written communication skills.

Please share your CVs to nirmani.dahanayka@emapta.com