



**Professional
Referee
Organization**



TEMPORARY POSITION: Data Entry Clerk

COMPANY: Professional Referee Organization
PROJECT DURATION ESTIMATE: 6 to 8 Weeks
EXPECTED WORK HOURS: 29 hours per week
HOURLY RATE: \$15.00
LOCATION: Work from Home within Durham County, N.C.

POSITION DESCRIPTION

- PRO is seeking a part-time temporary **Data Entry Clerk or Operator** to begin working **immediately** on a critical project to accurately transpose information onto our Company database. Completion of this project will enable PRO to more efficiently maintain the quality and accuracy of valuable Company records and information.

Responsibilities

- Work with Supervisor and receive training on the Company's data entry requirements
- Insert data and video links by inputting text based, numerical, and URL information from source documents within time limits
- Apply data program techniques and procedures; ensure accuracy of all transposed data
- Review data for deficiencies or errors; correct any incompatibilities, if possible, and check output
- Research and obtain further information from the Supervisor when documents or data is incomplete
- Respond to Supervisor requests for information; access relevant files
- Comply with data integrity, accuracy and security policies
- Keep all information in strict confidence

Qualifications / Requirements

- Personal Computer or Laptop with Internet access and a current or recent version of MS Office
 - Computer Requirements
 - A PC or Mac no older than 5 years

- Minimum of 500 MB of storage; standard RAM
- Current or recent version of MS Office primarily for using Excel
- Access to Google Chrome
- Moderate Internet speed
- Excellent and proven data entry work experience as a Data Entry Operator or Office Clerk, a strong plus
- Proficient experience with MS Office, Excel and / or data entry programs
- Excellent typing speed and accuracy
- Excellent attention to detail
- Excellent organization skills, with an ability to stay focused on assigned tasks
- Excellent knowledge of correct spelling, grammar and punctuation
- Ability to manage and maintain confidential information
- High school diploma (minimum); additional computer training or certification a plus
- Must reside within Durham County, N.C.

INTERESTED INDIVIDUALS

Submit current resume to: prorecruitment@proreferees.com

Note: Only applicants of interest may be contacted

Please no agencies.