

Data Entry Clerks

Data Entry Clerks are responsible for inputting, updating, and maintaining accurate information in computer systems and databases. They ensure that records are complete, organized, and accessible for operational, administrative, or reporting purposes. Their work supports efficient data management and decision-making within an organization.

Duties and Responsibilities (Points):

- Enter, update, and maintain data in computer systems and databases
- Verify the accuracy and completeness of information
- Organize and file documents and electronic records
- Prepare reports or summaries based on entered data
- Correct errors and resolve discrepancies in records
- Follow data confidentiality and security procedures
- Collaborate with other departments to ensure data consistency
- Use specialized software and tools for data entry and management
- Maintain logs of work completed and data updates
- Support administrative tasks by providing accurate and timely data