DATA ENTRY SPECIALIST

Description: Data Entry Specialist – Part Time, Project Based Term

Data Entry Clerk Job Purpose: Enters data into a proprietary database using a simple web interface using data found in various industry specific websites, databases and internal documents. The proprietary database is used throughout the organization to value aircraft, promote and support the sales process and ultimately win new business.

Data Entry Clerk Job Duties:

- Enters data by inputting alphabetic and numeric information using an established procedure and through a detailed web based interface.
- Maintains data entry requirements by following data program techniques and procedures.
- Verifies entered data by reviewing, correcting, deleting, or reentering data; combining data from multiple systems when information is incomplete; purging files to eliminate duplication of data.
- Maintains operations by following policies and procedures; reporting needed changes.
- Maintains customer confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.
- As the project continues to develop, job may be expanded to include data research through simple phone calls to competitive aircraft brokers and/or other aviation industry personnel.

Skills/Qualifications: Organization, Typing, Data Entry Skills, Attention to Detail, Confidentiality, Thoroughness, Decision Making, Independence, Analyzing Information, Results Driven, Energy Level, Self Starter, Quick Learner. Knowledge of the aviation industry is a plus but by no means a requirement.

Minimum Requirements: Solid phone and computer skills with emphasis on Microsoft Office products. Must also be comfortable working in a close-knit, team environment where attitude and work ethic matter.

Employment Type / Term: Part Time, 30 hours per week / Project Based for next 4-6 weeks

Payment: Hourly; Paid Bi-Weekly at a rate of $11.00 per hour.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional information: Please send resume, qualifications and cover letter to Mike Mikolay at mike.mikolay@guardianjet.com or call him at 203-453-0800.