Job Description of Data Entry Operator

1.0 JOB RESPONSIBILITIES, DUTIES AND TASKS

1.1 Core Responsibilities & Duties

- 1. Maintain and update data
- 2. Clean the data to remove bad values, correct misspelled names, make sure addresses have consistent formats or fill in missing values
- 3. Complete data management by sorting, batching, and archiving files
- 4. Maintain a log of statistical record totals
- 5. Review data entered to ensure completeness and accuracy
- 6. Maintain detailed and accurate records in order to accurately retrieve data
- 7. Accomplish tasks by completing related results as needed

2.0 JOB SPECIFICATION (MINIMUM JOB REQUIREMENTS)

Education	Total Work Experience (In	Sector Experience (In Yrs)	Skills
	Yrs)		 Computer Literate
Any Graduate	1+ Year	Any	-Typing speed and accuracy - Data entry skills - Know how of data program techniques and procedures

3.0 DECISION-MAKING & AUTHORITY

No significant decision making required

4.0 PERFORMANCE INDICATORS

Result driven	Protect organization's value by keeping information confidential
Ability to work independently	