

Job Description

Title:	Data Entry Specialist	Full-Time/ Part-Time:	Full- Time
Department:	Senior Services	Hourly/ Salary:	Hourly
Work Schedule:	35 hours per week	Regular/Seasonal/Temporary:	Regular
Exemption:	N/A	FLSA Classification:	Non-Exempt

Organization Overview:

The Stanley M. Isaacs Neighborhood Center (Isaacs Center) is a non-profit, multi-service organization focusing primarily on the needs of children and low-income families, out-of-school and out-of-work youth, and aging New Yorkers. We operate at community centers located in the neighborhoods of East Harlem and Yorkville, and seek to deliver programs that are impactful, innovative, and intergenerational.

Position Summary

The ideal candidate will be able to correct existing data, update and develop new and existing data and be comfortable working independently with large amounts of numerical and written data.

Qualifications:

High school diploma; associate’s or bachelor’s degree and two (2) years of related experience or an equivalent combination of education and experience. Ability to manage multiple data entry projects simultaneously with a high degree of accuracy and attention to detail.

Education/Skills/Experience:

- High school diploma; associate’s or bachelor’s degree in business, administration or related field
- Two years previous experience in data entry or equivalent experience in a related field
- Extensive knowledge of Microsoft Office Suite, particularly of Excel spreadsheets
- Knowledge of Peerplace and SQL a plus
- Strong attention to detail
- Able to quickly and accurately type and enter data
- Excellent verbal and written communication skills
- In-depth understanding of databases

Primary Duties:

- Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.
- Maintains data entry requirements by following data program techniques and procedures
- Maintains operations by following policies and procedures; reporting needed changes
- Contributes to team effort by accomplishing related results as needed
- Update databases or records with new information as it becomes available
- Correct and modify inaccurate files and records
- Enter data into appropriate fields; databases, records, and files
- Handle numerical data accurately
- Create and organizing spreadsheets with large numbers
- Comply with security backups and regular checks to ensure data is saved and stored properly
- Summarizing and compiling data for standardized reports
- Protect the information and identities of customers/client
- Organizing paper formats, paper backups, and material source files as needed

Stanley Isaacs Center is an Equal Opportunity Employer / Program

February 2018