



Data Entry Clerk Roles & Responsibilities

SUMMARY:

Candidate provides quality and timely support for all assigned underwriting activities, including compilation, sorting, interpretation and verification of data.

EDUCATION:

- High school diploma, plus a minimum of 6 months data entry experience.

SKILLS & EXPERIENCE:

- Computer experience including data entry.
- Knowledge of Word, Excel, Windows-based applications and internet usage.
- Must have excellent proofreading and grammar skills.
- Must be able to research and analyze data and handle large volumes of paperwork.
- Must be able to meet stringent deadlines.