# Data Processing Representative Job Description

Responsibilities:

• Insert customer and account data by inputting text based and numerical information from source documents within time limits

• Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry

• Review data for deficiencies or errors, correct any incompatibilities if possible and check output

• Apply data program techniques and procedures

• Generate reports, store completed work in designated locations and perform backup operations

• Keep information confidential

Qualifications:

• Minimum of 1 year customer service experience

• Minimum of 50 wpm speed and accuracy

• EXCELLENT written and interpersonal communication skills

• Ability to communicate with client/s and team members

• Ability to work independently and multi-task

• Ability to process a large volume of work

• Knowledge and skills in Microsoft Office, Word, Excel, and Outlook

• Must be organized and have strong attention to detail

• Ability to make decisions, set priorities, and work as a team

• Must be able to work on a night shift schedule