



DATA ENTRY CLERK

Data entry clerk assist in transferring paperwork data into computer files or database systems. Often the data entry clerk creates spreadsheets for client's information, donation items, and, volunteer applications, and other data for the foundation. The data entry clerk inputs accurate detail in a digital database and continuously update existing data.

Responsibilities, includes but does not limit to:

Transfer data from paper formats to computer files/databases

- Inputting correct data into the corresponding database for donation items
- Create spreadsheets for large data entry
- compiling, verifying data, and sorting information to prepare for data entry
- Review data for errors and correct any incorrect data entry

Typing in data provided by the clients

- Create spreadsheets that contains client's information
- Verify data to be accurate with the client
- Update existing data

Organize paper data

- Perform regular backups to ensure data preservation
- Organize paperwork after entering data and file in correct areas
- Retrieve data from the databases or electronic files as requested
- Scan documents and print files, when needed

Maintain volunteer management system

- Train and learn how to operate volunteer management system – VolunteerUp
- Input current data into the VolunteerUp system
- Establish

Qualifications:

- Excellent customer service skills
- Fast typing skills
- Accurate and great attention to detail
- Knowledge of computers and experience with MS Office and database
- Two years of experience within related programs. The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.



Benefits: \$15-\$18 an hour DOE. Medical, Dental, vision, 2 week vacation, sick time, 403 retirement, 15 holidays, bonuses, uber and cell phone credit. Must have flexible schedule and be available up to 40 hours a week. Must have a valid driver's license and be insurance and able to pass a drug test. Previous experience is a plus. Please provide a cover letter outlining work experience and wage preference. This job is a FULL TIME, Position. Please submit a cover letter, resume, and wage requirements to info@themadfseattle.org.

Eloise Cooking Pot Food Bank is a program of making a Difference Foundation. MADF is an **equal opportunity** employer. All applicants will be considered for **employment** without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. To learn more about the organization please visit www.themadf.org.