

**Job Title:** Data Entry Technician

**Reports To:** Group Manager

**Job Purpose:**

The purpose of the data entry technician is to assist the data services department with all data entry needs. They will be responsible for maintaining ASG's internal databases and ensuring the accuracy of all imputed information.

**Duties and Responsibilities:**

- Maintains database by entering new and updated records and related information.
- Prepares source data for computer entry by compiling and sorting information.
- Verifies the accuracy of data before it enters into ASG's systems.
- Establishes priorities for entering data.
- Processes records and their source by reviewing data for deficiencies.
- Provides administrative support to the Drafter Technician or its supervisors
- Verifies data and prepares materials for pdf printing.
- Generates reports as necessary
- Locates and corrects data entry errors or reports them to supervisors.
- Compare data with source documents, or re-enter data in verification format to detect errors.
- Stores completed documents in appropriate locations/servers.
- Provides administrative support to the Drafter Technician or its supervisors
- Assist other Teams/departments as necessary
- May be assigned job-specific duties from the manager
- All other relevant duties as assigned

**Qualifications:**

- Good administrative skills and expertise.
- Proficient in typing and transcription
- Proficient with Microsoft Office Suite of products.
- Must have excellent written and verbal communication skills.
- Must have a high degree of accuracy and attention to detail.
- Capable of handling multiple tasks in parallel.
- Computer and technical skills (including software knowledge)
- Organizational and time management abilities.

**Working Conditions:**

Office environment

**Physical Requirements:**

NA

**Direct Reports:**

None

**Pay Definition/Metrics:**

Non- Exempt/ Hourly