

# **Data Entry Analyst Job Description**

Individuals who are willing to keep themselves technologically updated will be most competitive for these jobs.

## **Prerequisite:**

**Candidate must have at least 3 years of prior experience as a Data Entry operator.**

- Data entry analysts manually enter text or numerical data into databases, spreadsheets or word processing application.
- Professionals in this occupation may also use automated software programs to upload digital data files.
- Professionals in this occupation may work with Document Control Department, client contact data, financial records, sales information or patient medical records.

## **Education/Training**

- Employers normally require that data entry analyst workers complete high school post graduate diploma,
- Applicants who have completed an associate degree or bachelor's degree may find better paying positions that can lead to advancement opportunities.
- Data entry analysts receive on-the-job training that pertains to specific company software and company quality assurance procedures.
- Workers in this occupation need to understand the basic functionality of spreadsheet creation, word processing and database management programs.
- Employers may offer data entry analysts who have advanced knowledge of software programs additional job opportunities.

## **Working Conditions**

- Data entry analysts need to key in manual information quickly and accurately, and some workers may have daily or hourly quotas to fulfill.
- Professionals in this occupation often perform the same tasks throughout their workday, and data entry analysts shall have a comfortable work environment safe and healthy seating chairs and desk to avoid having experience of physical discomfort in their hands, arms and wrists and eyes straining from repetitive computer tasks.

## **Daily Duties**

- After manually or automatically uploading information, data entry analysts may manipulate this data to create specialized reports for managers and other colleagues.
- Workers in this occupation check for incorrect information and formatting to fulfill company quality control policies in addition to correcting any errors introduced during the manual data entry process.
- Data entry analyst can expect most of their day to be spent typing and staring at a computer screen, therefore light, equipment chairs and desks must provide a comfortable working environment to avoid back pain, reduce stress, job routine and eyes staring.

## **Salary**

- Depends on the qualification, background, typing speed, communication skills, and years of experience, computer literacy and to the company pay scale.