

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.