



## Data Entry Clerk

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### **General Description**

The Data Entry Clerk is responsible for acquiring current information from GCCCI teams and for timely and accurate input of that information into the membership database.

### **Reporting**

This position reports to the GCCCI Treasurer

### **Time Commitment**

This position requires 2 days/week

*Any position working a minimum of 2 days/week, may remain on their current team or they may elect to join the warehouse team*

### **Key Responsibilities**

1. Review member forms for accuracy and completeness
2. Input member information into GCCCI database
3. Organize and maintain routine maintenance of data base to ensure member information is kept up to date
4. Organize and maintain Leave of Absence Schedule
5. Provide timely reports for GCCCI board, for Text Services and for other authorized individuals
6. Provide timely and accurate reports for multiple departments
7. Provide various reports upon request
8. Resolve paperwork discrepancies with members or Team Leader
9. Maintain accurate filing
10. Other duties as assigned

### **Qualifications**

1. Knowledge of basic computer skills
2. Knowledge of GCCCI programs, policies, procedures, and practices
3. Demonstrated experience working with data bases or ability to learn
4. Effective internal customer service skills
5. Effective communication skills
6. Ability to follow instructions
7. Critical attention to detail
8. Positive attitude