



ONSITE MANAGEMENT GROUP

Job Title:	Data Entry Clerk	Location:	Cincinnati, OH
FLSA Status:	Non-exempt	EEO Classification:	Adm. Support
Reports to:	Account Manager	Employee Type:	Full-time
Prepared by:	Human Resources	Date Prepared:	May 3, 2017

OMG, LLC is a first class, service oriented organization that delivers value and excellence to our customers while enhancing the community. As such, we strive to demonstrate the following: Excellence in all we do; "Can do" attitude; Teamwork; Openness in communication; Honesty, Integrity and Candor; Positive attitude; Excellent attendance record; Promptness and a Strong work ethic. Our reputation for the highest level of quality and service rests 100% on the efforts of our employees. In order to continue our growth and success, we must constantly look to add high-caliber individuals to our team.

Summary:

The employee in this position is responsible for receiving data and entering it into a spreadsheet. This person will also receive emails regarding manual corrections to be made, and will need to make adjustments as outlined, free of errors. This person is required to be on time and always present at the work area during all shifts as scheduled.

Essential Duties and Responsibilities:

1. Scan documents into a shared drive
2. Pull information from scanned documents and enter into spreadsheet using Microsoft Excel
3. Utilize multiple systems to process data free of errors
4. Ensure a clean and well functioning work environment
5. Adhere to the Standards of Excellence
6. Perform miscellaneous duties as assigned by the Supervisor and Account Manager

Other Duties

1. Be personable, articulate, knowledgeable and professional in presenting oneself in a professional setting
2. Possess strong organizational skills and a high level of attention to detail
3. Strong initiative required; ability to work independently with minimal direct supervision

Qualifications:

- High School Diploma or equivalent
- Working knowledge of Microsoft Word, Outlook and PowerPoint
- Proficient in Microsoft Excel and able to learn other computer/software programs as needed
- Ability to learn other computer/software programs quickly and achieve high level of proficiency
- Excellence verbal and written communication skills
- Excellent organizational skills and attention to detail
- Ability to function with a high level of patience, tact and diplomacy in handling any complaints/situations
- Skilled in communication and customer service



Physical Demands

- Fine and/or gross motor skills, including the ability to grasp
- Ability to walk, bend, kneel, stand, and/or sit for an extended period of time
- Manual dexterity required for operating office machinery (phone, copy machines, computer, binding equipment, etc.)

OMG, LLC reserves the right to revise and alter this job description as needed.

Approved: _____

Date: _____

Employee Statement:

I have read this job description and a copy has been provided to me. My signature below certifies that I am able to perform the essential functions of this position.

Employee Signature: _____

Date: _____