

Position: Data Entry Specialist

Employer: Kim Joyce & Associates

Position Responsibilities

- Maintain company's database, update record addresses, client attributes, transactions, deadlines, upload appropriate documents, etc., and merge records, as necessary.
- Organize documents for data entry, obtaining further information for incomplete records/documents.
- Input text-based and numerical client transaction data into existing database (GrantHub) and internal company database.
- Perform continual quality assurance, correcting deficiencies and errors to ensure integrity of all client and company data.
- Build strong relationships and work effectively with others to support team members and CEO with progress reports, updates, data, and information for all assigned tasks as requested.
- Prioritize and meet or exceed all assigned deadlines.
- Follow all security policies and procedures to assure confidentiality of client and organizational information.
- Meet all organizational standards to guarantee the highest level of customer service to clients, team members, and other stakeholders.
- Make recommendations for improvement or enhancement to job process to ensure quality standards in data entry, collection, and retrieval.

Qualifications

- Experience in any of the following: grant-seeking, grant research, grant writing, program design, and evaluation.
- Extensive knowledge of online grant application portals (foundation, corporate, and government) is a plus.
- Knowledge of computer programs, software, and online document sharing programs.
- Willingness to learn company's organizational systems and technology for reporting and tracking client information.
- Excellent verbal and written communication skills, strong reading comprehension and exceptional use of spelling, grammar, and punctuation.
- Ability to communicate in a knowledgeable and professional manner with all levels of management, the public, clients, peers, and team members.
- At least two years' experience in data administration.

Data Entry Professional Skills

- Strong oral and written communication skills.
- Critical thinking and superior organizational skills.
- Must be able to multi-task in an extremely fast-paced environment.
- Demonstrated ability to set priorities, meet deadlines, and independently problem solve.
- Working knowledge of integrated database management applications.
- Proficient in the use of Outlook, Word, Excel, PowerPoint, and other computer applications
- Strong computer navigation and keyboarding skills

Supervisor: Operations Coordinator

Job Type: Full-time – 32 hours per week

Compensation: Hourly based on experience

Location: North Scottsdale Office

Remote work: No

Benefits: 401K offered

Kim Joyce and Associates is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.