



Job Description

Job Title	Data Entry Clerk
Department	Warranty
Reporting Manager	Warranty Manager
Company	Dunham-Bush USA LLC
Location	Homestead, Florida
Date Updated	July 5 th , 2023

General Summary:

We are looking for a focused data entry clerk to continuously update our company's databases. The data entry clerk will liaise with and follow up with employees within the company as well as with customers to collect information. The data entry clerk will capture the data into relevant databases in a timely and accurate manner. You will identify and correct errors, and swiftly bring them to the attention of relevant parties where necessary. To do well in this job, you should collect information and capture data promptly to ensure the business' databases are current to accurately reflect its developments, updates, and transactions. Top candidates will be focused, diligent, energetic and have good people's skills.

Principal Responsibilities:

- Gathering invoices, statements, reports, personal details, documents and information from employees, other departments, and clients.
- Scanning through information to identify pertinent information.
- Correcting errors and organizing the information in a manner that will optimize swift and accurate capturing.
- Creating accurate spreadsheets.
- Entering and updating information into relevant databases and ERP (JDE) System.
- Ensuring data is backed up.
- Informing relevant parties regarding errors encountered.
- Storing hard copies of data in an organized manner to optimize retrieval.
- Handling additional duties from time to time.

Knowledge, Skill, and Ability Requirements:

- High school diploma.
- 1+ years' experience in a relevant field.
- Good command of English.
- Excellent knowledge of MS Office Word and Excel.



- Strong interpersonal and communication skills.
- Ability to concentrate for lengthy periods and perform accurately with adequate speed.
- Proficient touch-typing skills.

Education Requirements:

- High school graduate

Dunham-Bush is an equal opportunity employer, and all qualified applicants will receive consideration for employment 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.