



DATA ENTRY CLERK

- Flexible (up to 40 hours per week)
- Sick Time and Bereavement Pay
- Pay Range: DOE

MISSION

The mission of the Making A Difference Foundation is to make a difference in the lives of others one person at a time by helping them acquire the most basic human needs: food, housing, encouragement, and opportunity.

JOB PURPOSE & SUMMARY

Data entry clerk assist in transferring paperwork data into computer files or database systems. Often the data entry clerk creates spreadsheets for client's information, donation items, and other data for the foundation. The data entry clerk inputs accurate detail in a digital database and continuously update existing data.

RESPONSIBILITIES

- Proficiency in MS Office
- Excellent written and verbal communication skills
- Strong organizational skills
- Excellent customer service skills
- Fast typing skills
- Accurate and great attention to detail

JOB QUALIFICATIONS & REQUIREMENTS

- Greet and provide general support to visitors
- Answer and direct phone calls
- Tidy the front office
- File paperwork into the corresponding file
- Making copies of files when needed
- Locating files when needed
- Generate memos, emails and reports when appropriate
- Assisting other projects when needed
- Inputting correct data into the corresponding database for donation items

To apply, please send your resume and cover letter detailing your experience and salary requirements to info@themadfseattle.org.

MADF is an **equal opportunity** employer. All applicants will be considered for **employment** without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

To learn more about MADF, go to www.themadf.org.

- Create spreadsheets for large data entry
- compiling, verifying data, and sorting information to prepare for data entry
- Review data for errors and correct any incorrect data entry
- Create spreadsheets that contains client's information
- Verify data to be accurate with the client
- Update existing data
- Organize paper data
- Perform regular backups to ensure data preservation
- Organize paperwork after entering data and file in correct areas
- Retrieve data from the databases or electronic files as requested
- Scan documents and print files, when needed

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