

Job Title: Data Clerk (4 positions)
Reports To: Executive Assistant to CEO
Position Status: Contractual 1099
Salary: \$15.00 per hour
Schedule: 9am-5pm CST
Duration: Expected July 2024-August 2025
Position Renewable: One Year Term (up to 4 years)
Travel: None
Duty Station: Remote (Anywhere, U.S. Only)
Other: Federal Background Clearance & NDA required
Application Deadline: First 25 Applicants

Role Objective

Edmond Compliance Services Inc. is growing. We are in need of a Data Clerk. This full-time **(temporary)** role is responsible for efficiently and accurately entering data into our systems to maintain accurate records. The ideal candidate will have strong attention to detail and excellent computer skills. This is an entry level position and no prior experience is required. This position is required to process copious amounts of highly sensitive and confidential data from various high-profile entities and/or organizations. Therefore, a background clearance and non-disclosure agreement is required. Preference will be given to individuals in Central Time Zone.

Duties

- Manipulate data via a secure IT environment
- Ability to respond in real time to executive request for data updates
- Assist with inputting and updating ECS employee information into systems
- Verify accuracy of all data and make necessary corrections
- Run reports and perform data analysis as needed
- Adhere to company data entry and quality standards
- Maintain confidentiality of employer and client information
- Assist with administrative tasks as needed

Requirements

- Strong computer skills, including proficiency in Microsoft Office
- Excellent attention to detail and accuracy
- Ability to work independently and meet deadlines
- Prior data entry experience is a plus, but not required

Email: hr@edmondcompliance.com (Data Clerk)

Resume's will be reviewed on a rolling basis and selected candidates contacted for interviews accordingly.