



Opening Date: 02/08/2017
Closing Date: Open Until Filled

Vacancy Announcement #19-17 Human Capital Data Entry Clerk

SALARY: NEGOTIABLE

DC Residents Preferred

SUMMARY DESCRIPTION

The Human Capital Data Information Entry Clerk will enter data from various source documents into the computer system for storage, processing and data management purposes. This position reports to the Human Capital Generalist (HRIS).

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment.

- Performs administrative duties in support of the maintenance of employee records, including personnel status updates, terminations, and new hires.
- Assists in the collection of employee information for reports and statistical research.
- Enters employee data into the company record keeping system.
- Prepare, compile and sort documents for data entry.
- Check source documents for accuracy.
- Verify data and correct data where necessary.
- Obtain further information for incomplete documents.
- Update data and delete unnecessary files.
- Combine and rearrange data from source documents where required.
- Enter data from source documents into prescribed computer database, files and forms.
- Transcribe information into required electronic format.
- Scan documents into document management systems or databases.
- Check completed work for accuracy.
- File and store completed documents in designated locations.
- Maintain logbooks or records of activities and tasks.
- Respond to requests for information and access relevant files.
- Comply data with integrity, confidentiality and security policies.

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SKILLS, KNOWLEDGE AND ABILITIES

- Proven organizational skills – be willing to multi-task and operate in a fast paced, challenging environment.
- Demonstrates competent knowledge of computer, HRIS software and systems.
- Highly organized, able to wear multiple hats and accomplish a multitude of tasks in fast moving environment with a self-motivated drive to accomplish goals.
- Must be a team player with demonstrated team experience.
- Exceptional customer service focus.
- Ability to maintain/manage confidential information.
- Strong interpersonal skills and ability to professionally interact with all staff members.
- Good time management and organizational skills.
- Ability to make sound judgments on job related matters, work with minimal supervision, demonstrate initiative.
- Proficiency in Microsoft Office suite required.

CORE COMPETENCIES (SPECIALIST)

- Job Knowledge and Technical Expertise
- Oral & Written Communication
- Attention to Detail
- Planning and Organizing
- Initiative

ADA ESSENTIAL FUNCTIONS

- Ability to read and write instructions, directions, letters, memos and other written materials.
- Ability to converse orally and utilize standard telephone and two-way radios to receive and communicate information to staff and customers.

MINIMUM QUALIFICATIONS

- Requires a high school diploma or its equivalent with 2-5 years of experience in the field or in a related area.
- Proficient in relevant computer applications to include MS Office.
- Accurate keyboard skills and proven ability to enter data at the required speed.
- Knowledge of correct spelling, grammar and punctuation.
- Must have the ability to make recommendations to effectively resolve problems or issues, by using judgment that is consistent with standards, practices, policies, procedures, regulations or law.
- Ability to organize and prioritize work.

In an effort to protect our environment from paper waste all candidates must apply on-line on our website:

<http://careers.wcsa.com/employment/application.aspx>

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW
Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC
Human Resources Department
801 Mount Vernon Place, NW
Washington, DC 20001**

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.