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Data Entry Clerk

Seasonal, Part-time, approximate starting and stopping dates – 4/1/21 to 11/10/21

Job Summary:

The Data Entry Clerk will work with the Inventory Control Manager. As a Data Entry Clerk at Bay Point you will input or update data from paper into a technology database. You will be entering various financial transactions, customer information, tracking or inventory of various items and other information relating to our business. You may also be responsible for designing and creating new spreadsheets in order to better organize information.

Duties and Responsibilities:

- Transfer data from hard copy to a digital database
- Update various data including financial transactions, customer information, inventory, status of items or other information
- Organize existing data in a spreadsheet
- Scan documents into system, file accordingly
- Verify outdated data and make any changes to records
- Adhere daily dress code standards (uniform and appearance)
- Any and all other duties assigned to you

Skills and Qualifications:

- Attention to detail and accuracy
 - Good interpersonal and customer service skills
 - Ability to communicate professionally and effectively using the phone and email.
 - Excellent typing skills and proficiency in Microsoft Office programs
 - Proficient literacy and numeracy skills
 - Ability to maintain composure in a fast-paced environment.
 - Must be able to work a flexible schedule based on operational needs including days, weekends and holidays.
 - Physical requirements are as follows: standing, sitting, hearing, speaking, reaching, lifting, pushing and carrying up to 30 pounds, bending and walking.
 - Flexible work environment requiring adaptability to demanding, fast-paced, noisy and temperature fluctuations.
 - Safety is the business and responsibility of every employee and can be achieved through proper education, training, use of protective equipment and by following safety rules, regulations, standards, and laws. Each employee is responsible for understanding and practicing appropriate safety procedures
- Any offer of employment will be contingent up satisfactory completion of background verification.

Bay Point Resort and Marina is an Equal Opportunity Employer