

JOB DESCRIPTION

POSITION TITLE: Data Entry/Admin Support IECP
FLSA STATUS: Non-Exempt
SALARY RANGE: \$12.00 to \$14.00 per hour
DEPARTMENT: Institute for Early Childhood Professionals
DATE: August 9, 2018

POSITION SUMMARY

This position provides data entry support to the Early Learning Coalition's Professional Development and Provider Services Departments. The individual performs data entry of information to maintain database(s) through various software. This position is responsible for accuracy, efficiency and retrieval of processed data. The individual will proof material entered as required and generate data reports as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collects and compiles data from various departments ensuring accuracy prior to performing data entry
- Assures timely preparation of reports including review and maintenance of data as needed prior to report preparation
- Reviews discrepancies in data received, requests clarification or advises supervisor of issues related to data and performs data verification routines in accordance with Coalition procedures
- Conducts LiveScan Background screenings in accordance with Fair Credit Reporting Act standards
- Provides various administrative support functions to include correspondence, filing, phones and reception duties
- Provides quality customer service and ensures a positive relationship in interactions with internal and external customers
- Performs other duties that may be necessary to maintain the success of the organization, as determined by Leadership

QUALIFICATIONS

- High school diploma or equivalent
- Minimum 2 years administrative support experience to include data entry
- Knowledge of Microsoft Office Products

- This position requires successful completion of the level 2 background screening standards as set forth in s. 435.04, F.S.
- Bilingual English/Spanish preferred
- Able to work flexible hours when required by Leadership

Physical Activity/ Work Conditions

- **Work Environment:** This job operates in a general office setting. This role routinely uses standard office equipment such as computers, phones, copiers/fax machines. While performing the duties of this job, the employee frequently interacts with staff, vendors, and the general public in person and via telephone and email.
- **Physical Demands:** While performing the duties of this job, the employee will be required to sit for prolonged periods of time, at a desk, utilizing a computer and reviewing online and paper documents. The employee will also be required to lift and move up to 25 pounds and occasionally lift and move up to 50 pounds.
- **Position Type and Expected Hours of Work:** This is a part-time position. Hours may vary but will not exceed 29 hours per workweek.

The statements in this Job Description are intended to describe the general nature and minimum level of work required. The content should not be construed as a complete list of all duties, responsibilities and skills required to meet the criteria for this position. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.