

<b>Job Title:</b>	Job Title	<b>Job Category:</b>	Contract
<b>Department/Group:</b>	Marketing	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Remote	<b>Travel Required:</b>	None
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Position Type (i.e.: full-time, part-time, job share, contract, intern)
<b>HR Contact:</b>	Davan Johnson	<b>Date Posted:</b>	10/13/2022
<b>Will Train Applicant(s):</b>	YES	<b>Posting Expires:</b>	10/21/2022
<b>External Posting URL:</b>	<a href="https://www.davanenterprises.com/job-opportunities">https://www.davanenterprises.com/job-opportunities</a>		
<b>Project Completion Date:</b>	11/1/2022		
<b>Applications Accepted By:</b>			
<b>FAX OR EMAIL:</b> Davan@DavanEnterprises.com Subject Line: Data Entry Position			
<b>Project Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>Moving client contact data from company sources to internal Client Relationship Management (CRM) software.</p> <ul style="list-style-type: none"> <li>• Ensuring correct Name, Address, and Phone or email is entered into a spreadsheet template</li> <li>• Accurate tags or notes attached to each client</li> <li>• Upload spreadsheet into CRM system and check/correct for any errors</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <p>Knowledge of Microsoft Excel          Ability to type accurately          Have a computer to access and enter information with up to date antivirus/malware protection          Be able to keep client data/information confidential          Willing to sign a Non-Disclosure/Confidentiality Agreement (if under 18 must have a parent/guardian be able to sign as well)</p> <p><b>PREFERRED SKILLS</b></p> <p>Can work independently and self-motivated/self-directed to accomplish tasks.</p> <p><b>ADDITIONAL NOTES</b></p> <p>If the candidate has good handwriting additional projects may be available to help with monthly client card mailings.</p>			