Data Entry Operator

Apply Now

Company: TechOp Solutions International

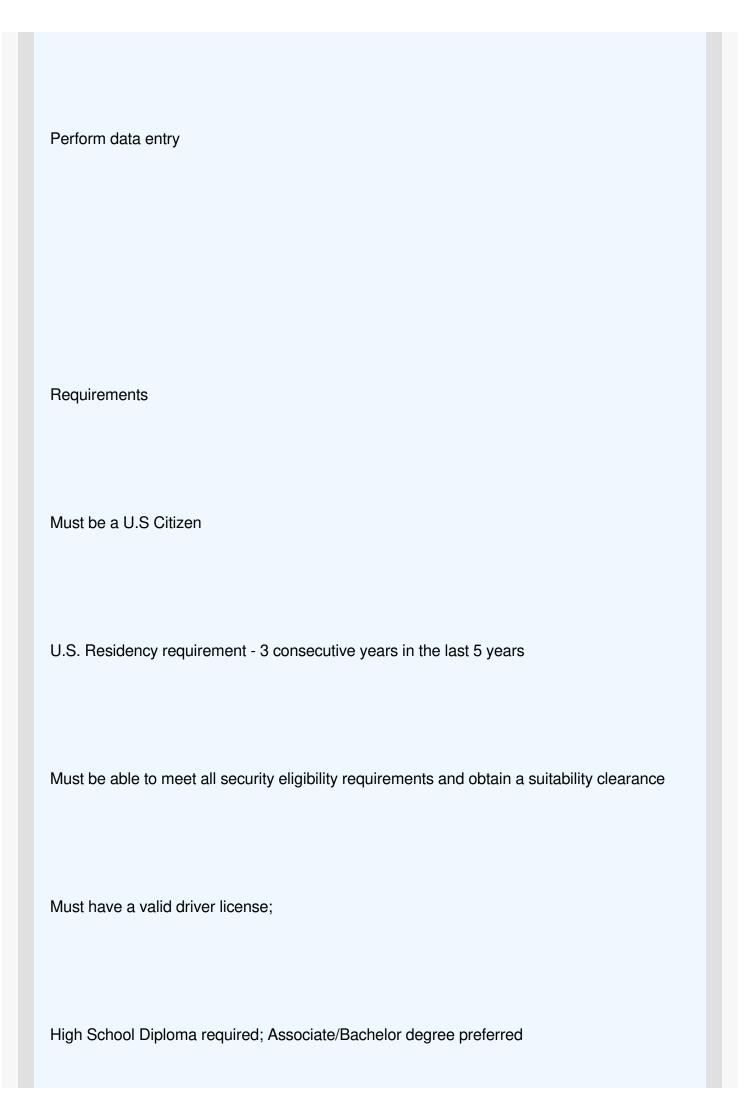Location: Houston, Texas

Category: other-general

Do you enjoy working with people while assisting government officials with case management/data processing and have a keen eye for detail in a fast-paced environment? If so, this position and TechOp Solutions is the place for you!

TechOp is seeking motivated Data Entry Operator to work alongside Government Immigration professionals. On our team you will have the opportunity to grow professionally and develop your skills in a dynamic and supportive environment. Position location: Onsite at Government Facility in:

Responsibilities:

Provide instructions to individuals on how to complete forms and complete check in procedures;

Prepare administrative documentation;

Coordinate Transportation logistics;

Log information into government owned computer systems;

Assist with file preparation and uploading completed files into case management systems;

Act as a witness for law enforcement administrative procedures;

Transport files, supplies, and property between government facilities;

Operate a motor vehicle;

Review documentation from a case file;

Communicate with the public by phone or email;

Perform data entry

Requirements

Must be a U.S Citizen

U.S. Residency requirement - 3 consecutive years in the last 5 years

Must be able to meet all security eligibility requirements and obtain a suitability clearance

Must have a valid driver license;

High School Diploma required; Associate/Bachelor degree preferred

3 year's experience in a professional setting

Possess strong computer skills; proven experience operating technology and learning new software applications quickly to complete required data entry tasks

Must be able to pass a data entry test which includes typing at least 150 characters per minute while achieving at least a 95% data entry accuracy rate.

Professional Skills

Able to multi-task and meet deadlines

Excellent written and oral communication skills

Bilingual is preferred, but not required.

3 year's experience in a professional setting

Technical Skills:

Microsoft Word

Microsoft Excel

Interpersonal Skills:

Excellent interpersonal skills

Ability to effectively manage conflict in a positive manner

Acceptance of diversity

Ability to provide guidance and instruction, in a professional manner, to persons where a language barrier may exist

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Cross References and Citations:

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