



## **Hawaii Division – Client Services Data Entry Clerk**

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Daily input of the Loyalty Program membership data into the system
- Accurate translation of data
- Verify accuracy of data
- Other tasks as assigned

### **RESPONSIBILITIES:**

- High school degree or equivalent
- Minimum 1 year experience in data entry, administrative or clerical experience
- Ability to speak, read and write Japanese and English fluently highly desired
- Ability to work in a fast-paced, team-oriented environment
- Working knowledge in MS Microsoft computer applications (Excel and Word) and internet experience highly desired
- General office equipment knowledge such as copier, fax, scan, email, type 45wpm, telephone and 10-key by touch

### **OTHER QUALIFICATIONS / CORE COMPETENCIES:**

- Able to hold sensitive and confidential materials in strict confidence
- Accuracy and attention to detail, with strong follow through skills
- Function as a resourceful and proactive team member
- Able to collect and assimilate information from a wide variety of sources
- Strong organizational skills
- Able to work flexible hours and shifts, including weekends, nights and holidays as required by the needs of the business
- Able to work overtime, as needed