

Data Entry Specialist

Job Type

Full-time

Description

Full-service, commercial real estate firm that delivers highly specialized Asset Management Services and focuses primarily on Manufactured Housing and Self-Storage. We own and operate over 70 properties across 21 states. We are seeking driven, motivated individuals looking for an opportunity to join a fast-growing organization.

We are looking for a Data Entry Specialist. The Data Entry Specialist will work with the acquisitions department to retrieve property data from a subsystem and input into our CRM database. The ideal candidate will have advanced Microsoft Excel and computer knowledge. Must be a motivated, self-starter with the desire to expand and learn all aspects of the business.

****THIS IS NOT A REMOTE WORKING POSTION, THIS IS AN IN-PERSON ROLE IN OUR SUMMERLIN, NV LOCATION****

DATA ENTRY SPECIALIST BENEFITS:

- Starting Salary of \$15-\$18 per hour
- Full-Time
- Generous Monthly Bonus Opportunities
- Medical benefits in the amount of \$500 per month
- Dental, Vision and other supplementary benefits available
- Exposure to senior and executive leadership
- Collaborative and supportive work environment
- Professional development opportunities
- Holiday Pay
- Paid Time Off (PTO)
- Work/Home Life Balance

DATA ENTRY SPECIALIST RESPONSIBILITIES:

- Prepare raw data for entry by organizing all new information to establish the most efficient lists for import to CRM.
- Check for any data deficiencies, resolving issues by using established company procedures or reporting to the team leader for resolution for larger issues.
- Strict adherence to data entry requirements by following all program procedures.

- Perform random audits of data. Any incorrect data will need to be corrected, deleted, or reentered depending on the type of issue.
- Purging files to eliminate duplication of data and free up database memory.
- Perform day-to-day operations by following policies and procedures, along with working on needed process improvements.

DATA ENTRY SPECIALIST QUALIFICATIONS:

- Extremely efficient with Microsoft 365 with a heavy focus in Excel
- Proficient in all aspects of computer and systems usage
- Understanding of how to import/export from subsystems
- Understanding of data analytics or the desire to learn.
- They will be an excellent written communicators, punctual in their delivery, and have extreme attention to detail.