



**JOB DESCRIPTION:** Data Entry Operator  
**DEPARTMENT:** Instant Market News  
**REPORTS TO:** Department Manager  
**TYPE:** Full Time  
**DATE UPDATED:** November 16, 2017

**JOB SUMMARY:**

The **Data Entry Operator** is part of the Instant Market News (IMN) team and is responsible for a variety of duties at Urner Barry. The **Data Entry Operator's** duties range from management support activities to the implementation of day-to-day operations. As employee development is essential, responsibilities and job function may expand and evolve proportionate to the employer's needs.

**ESSENTIAL FUNCTIONS for the Data Entry Operator** (include, but not limited to):

- Complex Microsoft skill set (Excel, Word, Access)
- Attention to detail/proofing
- The upkeep, organization, collection and dissemination of market information
- Database maintenance
- Update all mandatory reports on database and publications
- Advanced charting capabilities
- Browse database for changes and errors; to ensure all data is correct and up to date.
- Assisted in creating and presenting informational reports for management, based on SQL data

**QUALIFICATIONS for the Data Entry Operator:**

- Advanced knowledge of PC Windows, especially Microsoft Excel
- Capability to multitask, work under pressure
- Work both individually and in group setting
- The ability to complete assignments within a given time-frame
- Problem Solving, Documentation and Verbal Communication skills
- A professional phone presence

**CHARACTER for the Data Entry Operator:**

- Smart, flexible, diligent, professional
- Good communicator
- Elevated sense of urgency
- Straightforward, honest, team player

**COMPENSATION for the Data Entry Operator:**

- Hourly
- Health, Optical, Dental, Orthodontic Insurance, 401k, Profit Sharing

**SUBMIT RESUME TO:** Human Resource Manager  
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