



UPPER VALLEY HAVEN

Data Entry

Status: Independent Contractor

Reports to: Director of Community Services and Operations

Primary Responsibilities: Responsible for entering program-specific information in a timely and accurate manner into our database. Maintain data entry requirements by following data program techniques and procedures.

Hours: Up to 20 hours per week, typically Monday through Friday, with flexibility to complete tasks to accommodate deadlines.

Requirements:

- Working knowledge of Microsoft Office products
- Database experience
- Discrete – able to maintain and utilize confidential information in a professional manner
- Work ethic driven by attention to detail

Posted March 7, 2014