JOB DESCRIPTION

Job Title: Data Entry Representative
FLSA Status: Non-Exempt/FT
Department: Subsidy Dept.
Reports To: NJCK Data Entry Supervisor

Job Title: Data Entry Representative

Company Overview:
If you are looking to join a social services organization where you can make an impact on the lives of children, then this position may be the right fit for you. Programs for Parents is a non-profit organization that works to ensure children get the best possible start in life. We do this by supporting children, families and child care providers in Essex County through advocacy and action, providing education and referrals, sharing best practices and helping families access available financial resources.

Essential Duties and Responsibilities:
The Subsidy Programs Department provides financial assistance to eligible parents, guardians and foster parents with the costs of child care. As a Data Entry Representative you will be responsible for entering data that will create child care agreements and/or create logs to track payments, documents or file history in accordance with standard procedures outlined in the Subsidy Operations Manual. Specific duties may include:

- Entering data into internal and external databases
- Providing general support to Customer Relations unit
- Other duties as assigned to meet the needs of the department

Knowledge and Skills:
- Strong analytical skills and attention to detail
- Strong organizational skills
- Ability to multi-task in a fast-paced environment
- Ability to enter data with high degree of speed and accuracy
- Ability to meet productivity standards within established timelines
- Ability to communicate effectively with diverse populations
- Knowledge of Microsoft Office

Education and Experience:
- High school diploma required

*NOTE: Participants in either the WFNJ or NJCK subsidy programs are ineligible for this position.