

J.L. MORGAN & ASSOCIATES, INC.

TRANSFORMING THE PATIENT EXPERIENCE IN REAL-TIME

www.JLMorganandAssociates.com

Data Entry Specialist

At J.L. Morgan and Associates, our data department plays a vital role in healthcare research. We are seeking a highly organized and detail-oriented Data Entry Specialist to join our team. The ideal candidate will be responsible for accurately inputting, updating, and maintaining data in our databases and systems. This role requires a strong focus on accuracy, efficiency, and confidentiality in handling sensitive information.

Key Responsibilities:

- Accurately enter and update data into databases, spreadsheets, and other digital platforms.
- Verify and correct data discrepancies.
- Perform regular data audits to ensure accuracy and completeness of records.
- Manage and organize files, both physical and electronic.
- Maintain data confidentiality and comply with company policies regarding data privacy.
- Collaborate with team members to improve data processes and resolve any data issues.
- Respond promptly to data-related requests and queries from team members.
- Maintain patient confidentiality and ensure compliance with HIPAA guidelines.
- Contribute to team efforts by sharing ideas to improve processes.
- Perform repetitive tasks throughout the day with a focus on quality and efficiency.
- Ability to remain seated for 4-6 hours at a time.

Qualifications:

- High school diploma or equivalent (Associate's or Bachelor's degree preferred).
- Proven experience in data entry or a similar role.
- Proficient in Microsoft Office Suite (Word, Excel) and data management software.
- Strong attention to detail and high level of accuracy.
- Excellent typing speed and accuracy.
- Ability to prioritize tasks and meet deadlines.
- Strong organizational and time-management skills.
- Good communication skills, both written and verbal.
- Ability to work independently and as part of a team.

J.L. Morgan and Associates is located in Birmingham, Alabama, conveniently located off of HWY 280.

Please complete application on our website: <https://www.jlmorganandassociates.com/careers>