



A proud partner of the **americanjobcenter** network

Data Specialist II

Starting pay from \$48,027.20 - \$60,028.80

Are you into tech and have advanced computer skills? Do you have diligence? Do you enjoy data entry? **Then this is the career opportunity for you! We are hiring for Data Specialist II at Employ Milwaukee!**

Some of your duties will include but not be limited to:

- Coordinates and delivers quality assurance related to the entry and storage of all client and vendor information in the various databases used or required by Employ Milwaukee
- Entry of the data
- Verification of data quality
- Development of data standards
- Data management protocols
- The reporting and monitoring tools to measure compliance

Do you have???

- ✓ Associate degree and database experience are preferred, or a high school diploma or equivalency plus 2 years of data entry experience.
- ✓ Ability to adapt to a fast-paced, changing environment.
- ✓ Advanced computer literacy skills and data analysis ability.
- ✓ Proficiency in PC applications including but not limited to MS Access, Excel, and Word.
- ✓ Accurate data entry skills, both 10-key and alphanumeric.
- ✓ Ability to train individuals or groups on DWD assigned data system and to provide technical assistance to off-site users.
- ✓ Must possess strong written and verbal communication skills.
- ✓ Basic logical problem-solving and numerical reasoning skills.

Why Employ Milwaukee?

- ✓ We are a non-profit, workforce development board
- ✓ Full benefits including Health, Dental, Vision, 401K, and Employer Paid Long-Term & Short-Term disability
- ✓ Prime location! Just minutes from downtown Milwaukee
- ✓ Hybrid work-from-home models are available
- ✓ Make a positive impact in the lives of youth, adults, laid-off workers, and other under-employed populations by connecting them to offerings such as career services, education, training, and employment opportunities

Send resume and salary requirements, stating the position you are applying for, to:

Employ Milwaukee HR Dept. at: **HR@employMilwaukee.org**

Interviews may be conducted during the posting period

Employ Milwaukee is an Equal Opportunity employer and service provider. If you need this information or printed material in an alternate format, or in different language, please contact us at (414)-270-1700. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 7-1-1.

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Wisconsin Relay: 7-1-1
employmilwaukee.org