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| Job Title: | Data Entry Operator | Job Code/ Req#: | 64211 |
| Department/Group: | TN DOE | Position Type: | Contract |
| Duration : | 04/25/2025 - 07/31/2025 | Date Posted: | 04/02/2025 |
| Expenses Allowed | Yes | Posting Expires: | 04/11/2025 |
| **Location :** | On Site**Address** 710 James RobertsonParkway Nashville, Tennessee 37243 | **Quantity Requested :** | 50 |
| **Level/Salary Range :** | $13/hr on C2C | Send Resumes to : | resumes@taurusbiz.com |
| **Schedule:** |
| **Days**Monday Yes Tuesday Yes Wednesday Yes Thursday Yes Friday Yes Saturday No Sunday No**Hours/Day**8**Time Zone**CST**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Shifts Start Time End Time Description Active**Shift 1 8:00AM 4:30PM Yes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Description**The Tennessee Department of Education is hiring data entry operators to assist with the processing of applications for the Education Freedom Scholarship program. In the role, candidates will review and verify applications against the predefined criteria, diligently ensuring compliance to requirements, and entering qualified applications into the processing system. **Required Skills:** * Strong computer skills.
* Strong data analysis and Excel skills.
* Adhere to communicated deadlines and expectations.
* Strong technical skills in spreadsheet applications (Microsoft Suite).
* Team orientation and willingness to collaborate in norming processes.
* Maintain high expectations and rigorous accountability for application reviews.
* Experience in strong data tracking.

This is an on-site role only. Candidates must be able to come into the building for the duration of the work time. |
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| **Reviewed By:** | Swathi G | **Date:** | 04/02/2025 |
| **Approved By:** | Ram S | **Date:** | 04/02/2025 |
| **Last Updated By:** | Swathi G | **Date/Time:** | 04/02/2025 |