



# DATA ENTRY CLERKS

NOC 14111

Use various methods to input data into computerized files, spreadsheets, or databases.

### 3-YEAR OUTLOOK



Good

### 3-YEAR JOB OPENINGS

**105**

### MEDIAN HOURLY WAGE

**\$24.13**

\$14.50    \$28.00  
LOW            HIGH

### TYPICALLY REQUIRED



High school / on-the-job  
training

### EMPLOYED

**831**

### AVERAGE SALARY

**\$46,200**



The information presented is based on data for New Brunswick. To learn more about the data provided, visit [www.nbjobs.ca/occupations](http://www.nbjobs.ca/occupations).



### EMPLOYMENT BY INDUSTRY

23.0%	Public administration
15.2%	Finance and insurance
10.3%	Transportation and warehousing
51.5%	All Other Industries



### EMPLOYMENT BY AGE

14.0%	15-24
19.5%	25-34
20.7%	35-44
23.8%	45-54
18.3%	55-64
3.7%	65+

### ALSO KNOWN AS

- Data Control Clerk
- Data Entry Operator
- Data Input Clerk
- Data Processor
- Payment Entry Clerk

### MAIN DUTIES:

This group performs some or all of the following duties:

- Receive and register invoices, forms, records and other documents for data capture
- Input data into computerized databases, spreadsheets or other templates using a keyboard, mouse, or optical scanner, speech recognition software or other data entry tools
- Import and/or export data between different kinds of software
- Verify accuracy and completeness of data



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