

DATA ENTRY CLERKS (NOC: 1422)



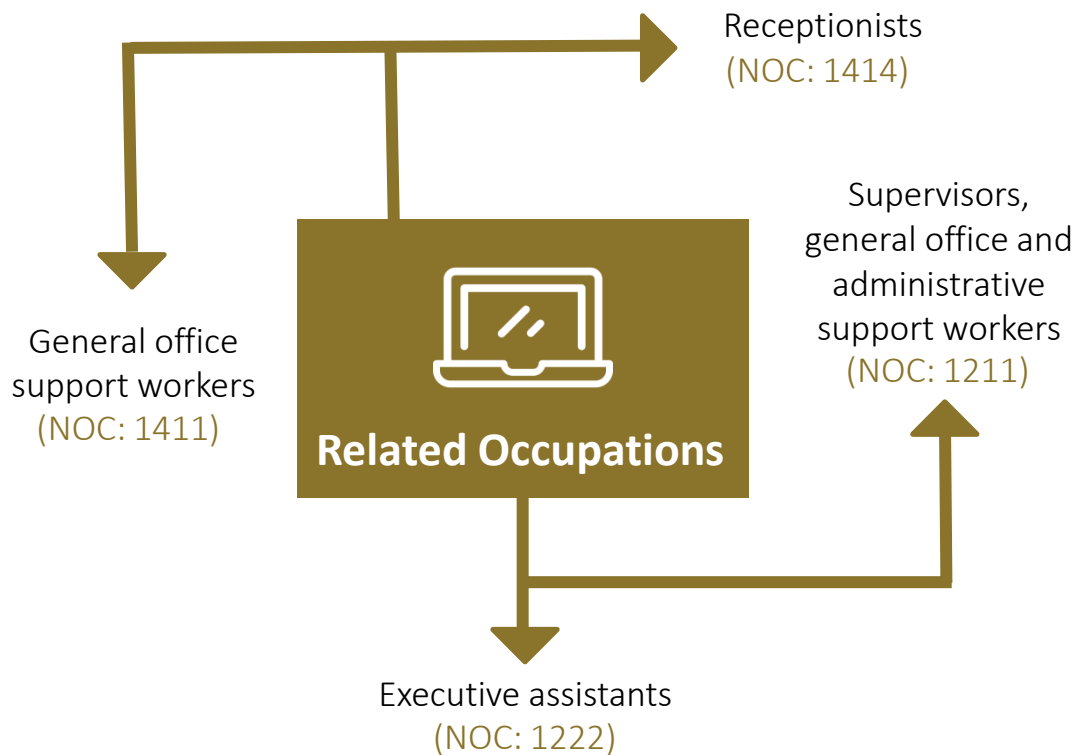
Data entry clerks input coded, statistical, financial and other information into computerized databases, spreadsheets or other templates using a keyboard, mouse, or optical scanner, speech recognition software or other data entry tools. They are employed in the private and public sectors.



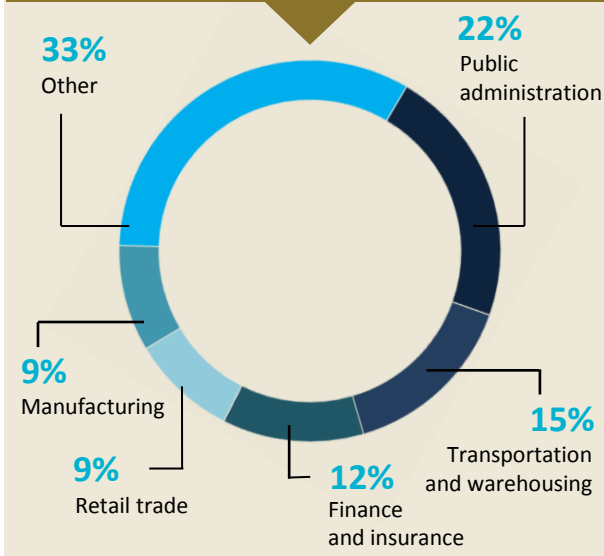
Completion of **secondary school** may be required.



Work Prospects
(2018 - 2020): **Fair**



Employment by Industry



Sample Job Titles

Payment entry clerk

Data control clerk

Data entry operator

Examples of duties performed

- 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.
- Identify, label and organize electronic storage media.
- Maintain libraries of electronic storage media.



315

Job Openings
2017-2026

\$16,00

Average
Wage
(per hour)



Funded by the Government of Canada and the Province of New Brunswick through the Canada-New Brunswick Labour Market Agreements.

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