Finishes
SOLUTIONS LLC.

Data Entry Coordinator

Finishes Solutions brings together a unique combination of resources under one roof. Our team of experts have a winning track record of excellence in real estate development, construction, remodeling, management, sales, and finances.

Finishes Solutions, LLC is looking for an experienced **Data Entry Coordinator** to organize, track and report data and work alongside the Construction Team and assist with various tasks. Ultimately, you will help the Construction Department run smoothly, ensuring transparency and efficiency in all transactions.

Data Entry Coordinator Responsibility:

A data entry coordinator typically has a wide range of responsibilities, which can include:

- Coordinating with other departments within the company to ensure that projects are completed on time and within budget.
- Ensuring that all information is accurate, consistent, and appropriate for the intended audience.
- Designing and implementing database structures that are compatible with organizational objectives.
- Maintaining a database of information regarding clients who have requested services from the company.
- Providing customer service to clients by answering questions about their accounts or inquiries about specific services offered by the company.
- Preparing reports summarizing data entry activities for internal use within the company.
- Oversee, schedule, track all tasks up to completion of the job assigned to you.
- Data entry of all workflow into company databases.
- Coordinate job flow, including maintenance technicians.
- Communicate directly with clients and in-house staff on a day-to-day basis.
- Able to process and respond to urgent matters effectively and quickly.
- Be familiar with your territories and how to address concerns when asked.
- Create communications for monitoring and evaluative purposes.
- Be familiar with the company's goals, policies, and procedures.

Qualifications
- Proficiency in Microsoft Office and project management software.
- Highly organized and able to multitask.
- Able to work independently and as part of a team.
- Project coordination.
- Administrative experience.