

Data Entry Specialist

If you enjoy making a positive difference in the lives of others and value working for a company that encourages your growth and development, then we have an exciting and rewarding position for you. At DK Global we pride ourselves on being an innovative, industry leading company that creates legal animations and illustrations for some of the country's top-rated attorneys. As a Data Entry Specialist, you will be responsible for helping departments, people and projects reach their highest potential. We are looking for an individual who is detail oriented, self-motivated, and able to reach weekly goals while working independently. Our ideal candidate will understand the importance of completing a task with precision while also demonstrating a desire to achieve and exceed their department quotas. If you are a born-problem solver who loves serving others, consider yourself a master of time management and enjoys recurrent tasks, then we want to hear from you!

Job Responsibilities

- Research legal and medical associations for advertising and event opportunities.
- Process email campaign responses and update client database accordingly.
- Assist in various tasks as needed to offer support to the sales and marketing departments.
- Send introductory email to clients based off analytics to generate sales leads
- Provide support to the Marketing & Sales departments by handling client entry/organization of client database using Microsoft Excel and internal software programs
- Regularly meets/exceeds daily and weekly quotas for client contact (will be adjusted based on load of other tasks)
- Run and review daily suspecting reports
- Assists with office phone coverage and engage in telephone communication with clients.

Requirements & Qualifications

- Exceptional writing, editing, and research skills
- Excellent interpersonal skills
- Organized, with great attention to detail
- Effective communication skills, both written and oral
- Problem solver who offers solutions and has a positive attitude
- Ability to manage multiple projects and processes
- Savvy with social media
- Personable phone etiquette

DK Global provides animations, medical illustrations, videos, and mobile app solutions for trial attorneys. This industry is challenging, high paced, and exciting.

DK Global is an equal opportunity employer and offers medical, dental, and vision insurance (employer co-sponsored), one week of vacation, six paid holidays per year, and sick time pay.