



Position: Data Entry Specialist

Position Summary:

Under the direction of the Site Coordinator, performs administrative support tasks such as data entry, clerical support, end of the month reports, document preparation, perpetual inventory documentation, and provides support to the Site Coordinator, staff, and senior program when needed.

The Data Entry Specialist is responsible for the delivery of quality service and positive interaction with our customers, visitors, and HMS employees in a courteous, respectful and professional manner.

Position Accountabilities:

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

1. Responsible for accurate and timely data entry into established database, Performance Tracking- Social Assistance System (SAMS), to include roster maintenance, unit entry, and completion of monthly reports.
2. Responsible for ensuring all back-up documentation such as sign-in sheets, transportation forms, and logs are accurate and complete.
3. Will support Site Coordinator in completing program operational and financial reports, ensuring that they are accurate, and submitted by required due dates.
4. Will support Site Coordinator in the development and management of all socialization and health related activities at the senior centers.
5. Provide respect, courtesy and excellent customer service to program participants.
6. Assist with all aspects of meal preparation, delivery, and clean-up as necessary.
7. Responsible for driving an HMS company vehicle to transport program participants to and from the senior center.
8. Maintain an unrestricted license.
9. Attend staff and training meetings as necessary.
10. Adhere to all safety standards and regulations.
11. Responsible for having working knowledge of program policies and procedures.
12. Other related duties as assigned.

Minimum Qualifications:

- High school diploma or equivalent required.
- Minimum one year experience with similar responsibilities.
- Must have knowledge of computers and experience using Microsoft programs (e.g. Outlook, Word, and Excel).
- Ability to maintain effective working relationships with all employees.
- Ability to communicate clearly and concisely orally and in writing.
- Ability to communicate effectively with the elderly.
- Valid, Unrestricted NM Driver's License

Required Skills:

Bilingual English/Spanish preferred, but not required

Must have excellent customer service skills

Self-directed, detail oriented, and able to organize and manage multiple tasks/projects simultaneously
Demonstrated skills in verbal and written communication
The ability to meet deadlines
Ability to promote and build teamwork
Must have a working knowledge of WORD and EXCEL
Must be able exercise critical thinking and excellent judgment
Must be able to work well under pressure and with minimal supervision

TO APPLY

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or

Dropped off or mailed:

1105 N. Pope Street, Building C, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045