



**HAMILTON-MADISON HOUSE IS SEEKING A  
DATA ENTRY CLERK  
SENIOR SERVICES DIVISION**

Hamilton-Madison House is a non-profit settlement house dedicated to improving the quality of life of its community, primarily serving the Two Bridges/Chinatown area of Manhattan's Lower East Side. Hamilton-Madison House provides a wide range of programs and services designed to enhance the quality of life for all residents throughout New York City's five boroughs, including childcare, cultural enrichment services, senior services, behavioral health services, and immigrant and community services.

The Senior Services Division is committed to meeting the needs of older adults, their families, and caregivers through a coordinated network of programs and services. The goal is to provide older adults with the support they need to remain active and engaged members of the community for as long as possible.

**Qualifications**

- Bachelor's Degree in Data Management/related field **or** minimum three years' experience in data input/management
- Experience with Office Suite, particularly Word and Excel
- Fast and accurate data input typing skills
- Excellent organizational, telephone, oral and written skills
- Understanding of data confidentiality principles is compulsory
- Bilingual (Cantonese, Mandarin, Spanish) a plus
- Knowledge of use of government databases a plus

**Responsibilities**

- Transferring data from paper to digital format (typing and scanning)
- Maintaining and organizing hard copies of data
- Verifying data by comparing it to source documents
- Inputting data provided directly from clients
- Contacting clients by telephone and collecting client data over the telephone
- Producing reports in Excel and from program database

**Compensation:**

Commensurate with qualifications and experience

**Hours:**

Monday to Friday, 9:00AM to 5:00PM, 35 hours per week

**To Apply**

Submit cover letter and resume to HMH HR Department

Fax: 212-349-2793

Email: [hrdept@hmhonline.org](mailto:hrdept@hmhonline.org)

**Posting Date**

February 24, 2022

Application Deadline: Until filled

**Hamilton-Madison House is an Equal Opportunity Employer**