



Title: Data Entry

Department: Data

Reports to: Data Manager

About Us

Our experienced staff understands the importance of expediency and accuracy. At Aegis Processing Solutions, our team has been providing exceptional service to nonprofit and fund-raising organizations across the U.S. for more than 25 years.

Description: Enter data into Aegis database.

Responsibilities:

Data Entry

- Key client data into Aegis database in the scheduled order from documents and checks
- Capture all information that client has requested