Data Entry Clerk Position

Infiniti Health LLC is a mobile healthcare provider delivering quality care directly to the hearts of California communities, both urban and rural, from San Diego County to Pelican Bay. This is why our organization is not only registered as local healthcare providers but also as California State providers. We offer a unique healthcare experience without the long drive, patient wait time, or inconvenience of pursuing treatment through providing our services in the comfort and convenience of the patient’s home, business, or location of choice. Minority-owned, our community-tailored care breaks barriers of time and money while promoting trust so that we can provide anyone—even the most vulnerable and underserved populations—with quality healthcare.

Infiniti Health LLC is seeking flexible and dynamic independent contractors to join our team as Data Entry Clerks. The ideal candidates are adaptable with excellent customer service and patient care skills. Strong sense of confidentiality is a must. This candidate will be inputting sensitive information and needs to collaborate closely with their site supervisor to ensure the site runs efficiently and safely. Data Entry Clerks will be assisting with COVID-19 testing at 12 correctional facilities throughout the state of California. Travel is required.

Currently hiring in these regions: **All across California especially**: **Bay Area, Pelican Bay, Los Angeles Area, San Bernardino Area and Riverside Area**

Requirements:

* Valid Driver License
* Must have basic computer skills, ability to use ipads and operate Zoom.
* Effective listening skills.
* Excellent problem solving and research skills.
* Strong attention to detail and ability to work well under stressful and time sensitive situations.
* Able to communicate with customers and provide knowledgeable answers to questions about the organization’s services.
* Effectively verifying data by reviewing, correcting, deleting, or reentering as necessary.
* Ensure data entry accuracy and resolve discrepancies by following standard operating procedures.
* Follow company security protocol to ensure the confidentiality of customer data.
* Ability to communicate progress or issues with assigned tasks to the site supervisor.
* Must be able to work at a computer for long periods of time.

Salary:

$17.25-20.25 per hour

Shifts Available:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Hours | First Shift | Second Shift | Third Shift | Fourth Shift |
| Approximately 30 hr/week | Sunday-Tuesday | Monday-Wednesday | Wednesday-Friday  | Monday-Friday |

\* One meal stipend provided per work day. Room and travel fees are covered.

**How to apply:**

* Email careers@infinitihealth.org with the subject line *Data Entry Clerk Position OR* apply here at [*https://calendly.com/infinitihealthcareers/interview-with-infiniti-health*](https://calendly.com/infinitihealthcareers/interview-with-infiniti-health)
* Include your resume.