

Data entry clerk Job Description

A free job description template for the Administration industry

Company Name: _____

Location: _____

Employment Type: _____

Reports To: _____

Date: _____

DISCLAIMER

This data entry clerk job description template is designed to reflect Australian workplace standards and office administration practices at the time of publication. Confirm the applicable modern award for your business and ensure compliance with all relevant employment laws.

1. Position overview

A data entry clerk accurately enters information into databases, spreadsheets and business systems, verifies and corrects records, and scans and digitises paper documents. The role combines fast, precise keyboard work and attention to detail with maintaining data integrity, confidentiality and consistent throughput.

In Australia, data entry clerks are typically covered by the Clerks – Private Sector Award 2020 (MA000002) and usually classified at Level 1 as entry-level clerical employees, progressing with experience and the range of duties performed.

This template provides a foundation for creating clear, compliant job descriptions that attract reliable administrative staff while setting appropriate expectations for the role. Once hired, manage your office team efficiently with rostering software.

2. Key responsibilities

Data entry

Accurately entering information into databases, spreadsheets and business systems from source documents, forms and digital files at a consistent pace.

Verification and correction

Reviewing records for accuracy, comparing entered data against source material, and identifying and correcting errors or inconsistencies.

Scanning and digitising

Scanning paper documents, indexing files and converting physical records into organised, searchable digital formats.

Data integrity and confidentiality

Maintaining accurate, up-to-date records while handling sensitive and personal information in line with privacy and confidentiality requirements.

Basic reporting

Running standard reports, exporting data and preparing simple summaries or lists to support other teams and management.

Throughput and accuracy targets

Meeting daily volume and accuracy targets, prioritising work and flagging backlogs or issues to a supervisor promptly.

3. Skills and attributes

- Accuracy: Careful, precise data entry with strong attention to detail and a low error rate when capturing and verifying records.
- Typing speed: Fast, consistent keyboard and numeric data-entry skills to meet throughput targets without sacrificing accuracy.
- Time management: Self-motivation to meet daily volume targets, prioritise tasks and manage workload within scheduled hours.
- Communication: Clear written and verbal communication when clarifying source data, flagging errors and liaising with other teams.
- Confidentiality: Discretion and reliability when handling sensitive, personal and commercial information in line with privacy requirements.
- Computer literacy: Confidence with spreadsheets, databases and common office software to enter, export and organise data efficiently.

4. Qualifications and requirements

The qualifications for data entry clerk positions are entry-level friendly and depend on the systems used and the sensitivity of the data. Some are mandatory, while others are preferred or desirable.

- Working rights (required) — Eligibility to work in Australia
- Computer literacy (required) — Confidence with spreadsheets, databases and common office software
- Attention to detail (required) — Ability to enter and verify data accurately with a low error rate
- Formal qualification — No formal qualification needed — this is an entry-level pathway with on-the-job training
- Previous administrative experience — Experience in data entry, clerical or administrative roles is advantageous but not essential
- Certificate in business administration — A Certificate II or III in Business is desirable but not required

5. Working conditions

- Office-based work at a desk and computer workstation
- Extended periods of screen and keyboard use
- Repetitive tasks requiring sustained concentration
- Regular use of databases, spreadsheets and business systems
- Handling of sensitive and confidential information
- Meeting daily throughput and accuracy targets

6. Award information

Clerks – private sector award 2020

Most data entry clerk positions in Australia are covered by the Clerks – Private Sector Award 2020 (MA000002). This modern award sets minimum pay rates, penalty rates, allowances and conditions for clerical and administrative employees in the private sector. View current Clerks Award pay rates.

Data entry clerks are typically classified at Level 1 as entry-level clerical employees. For FY2026/27 the Level 1 year 1 ordinary rate is around \$26.97 per hour, rising to \$29.11 per hour at Level 1 year 3. Casual employees receive a 25% loading, and part-time employees are entitled to a minimum 3-hour engagement per shift. Use award interpretation software to calculate pay accurately.

Classification levels and progression

Under MA000002, employees progress through classification levels as they take on broader duties and responsibilities. A data entry clerk usually starts at Level 1 and moves through the pay points with experience. Our classification levels explainer breaks down how each level is defined.

Confirm the current rates, penalty rates and allowances that apply to your business, and check whether an enterprise agreement applies in place of the award.

7. Frequently asked questions

About the role

Q: What does a data entry clerk do?

A data entry clerk accurately enters information into databases, spreadsheets and business systems, verifies and corrects records, and scans and digitises paper documents. They maintain data integrity and confidentiality, run basic reports, and meet daily throughput and accuracy targets. It is an office-based role that combines fast, precise keyboard work with strong attention to detail.

Q: What award covers data entry clerks in Australia?

Most data entry clerk positions are covered by the Clerks – Private Sector Award 2020 (MA000002), which sets minimum pay, penalty rates and conditions for clerical and administrative employees. Some businesses may instead be covered by an enterprise agreement. Always confirm which instrument applies to your specific operation.

Q: What classification level should I use for a data entry clerk?

Under the Clerks – Private Sector Award, data entry clerks are typically classified at Level 1 as entry-level clerical employees, progressing through the pay points with experience. For FY2026/27 the Level 1 year 1 rate is around \$26.97 per hour, rising to \$29.11 at Level 1 year 3. Our classification levels explainer breaks down how each level is defined.

Q: Do I need to include pay rates in a job description?

It's not legally required, but including indicative pay rates can attract more applicants and set clear expectations. You can reference the applicable award rate or use phrases like 'Award rates plus penalties' or 'Competitive hourly rate based on experience.' Check the current Clerks Award rates for guidance.

Qualifications

Q: Do data entry clerks need a formal qualification?

No formal qualification is required to work as a data entry clerk — it is an entry-level pathway with on-the-job training. Employers generally look for computer literacy, accurate typing, attention to detail and working rights in Australia. A Certificate II or III in Business and prior administrative experience are advantageous but not essential.

Q: What computer skills should a data entry clerk have?

Data entry clerks should be confident with spreadsheets, databases and common office software, with accurate typing and numeric data-entry skills. Familiarity with the specific systems your business uses is a bonus, but most software can be taught on the job. Focus on accuracy and typing speed when assessing candidates.

Q: What qualifications should I require vs prefer for a data entry clerk?

Mandatory requirements usually include working rights in Australia, computer literacy and strong attention to detail. Preferred qualifications include previous administrative or data entry experience and a Certificate II or III in Business. Avoid over-qualifying entry-level positions, as it narrows your candidate pool unnecessarily.

Q: Can I hire data entry clerks without experience?

Yes. Data entry is an entry-level role and many businesses hire and train staff without prior experience. Focus on accuracy, typing speed, attention to detail and reliability. Clear job descriptions help candidates understand the daily volume work and self-select appropriately.

Employment

Q: Should I hire casual or permanent data entry clerks?

This depends on your workload. Casual data entry clerks offer flexibility for seasonal or variable volumes but attract a 25% casual loading under the Clerks – Private Sector Award. Permanent part-time or full-time staff provide consistency and stronger retention. Many businesses use a mix — permanent staff for core work and casuals for peak periods.

Q: What is the minimum shift length for a part-time data entry clerk?

Under the Clerks – Private Sector Award (MA000002), part-time employees are entitled to a minimum engagement of 3 hours per shift. Confirm the current minimum engagement and rostering rules that apply to your business before setting shift lengths in the job description.

Q: What penalty rates apply to data entry clerks?

Under the Clerks – Private Sector Award, penalty rates apply for weekend, evening and public holiday work, and overtime is paid at higher rates once ordinary hours are exceeded. The exact rates depend on the employee's classification and hours. Use award interpretation software to calculate rates accurately.

Q: What should I include in a data entry clerk employment contract?

Key elements include: position title and classification level, employment type (casual, part-time or full-time), hourly rate, applicable award, reporting structure, main duties and required skills. For casuals, include the 25% casual loading; for part-time staff, note the minimum 3-hour engagement. Confirm the current award terms before finalising the contract.

Rostering

Q: How far in advance should I provide rosters to data entry clerks?

Award and agreement rostering rules vary, so confirm the notice period that applies to your business. As a general practice, providing rosters at least 7 days in advance gives office staff visibility of their shifts. Using rostering software helps ensure compliance and reduces last-minute changes.

Q: How do I roster data entry clerks to meet volume targets?

Assign shifts based on expected data volumes, deadlines and each clerk's availability, balancing throughput targets with realistic workloads. Use rostering tools to track hours, monitor output and adjust staffing when volumes spike or staff are absent. This keeps backlogs under control without overloading individual clerks.

Q: What breaks are data entry clerks entitled to?

Break entitlements are set by the applicable award or agreement and generally include a meal break for shifts beyond a set length, plus rest breaks. Because data entry is screen-intensive, ensure staff take regular breaks and record their time accurately. Use time and attendance tools to support compliance.

Q: How do I manage data entry clerk availability for rostering?

Collect availability preferences during onboarding and update them regularly. Use HR software and rostering tools to track when each clerk can work. Set clear policies about minimum availability and how to request changes, which simplifies shift planning and reduces gaps.