**Data Analyst/Data Entry Position**

**Roles and Responsibilities**

* Daily entry of patient data into a database from information collected on standardized forms using a variety of sources including DMAR, ORRS, Sunnycare, ACCURO etc.
* Register new patients into database for tracking and submissions
* Additional clerical duties including but not restricted to photocopying, filing and file organization
* Create and daily maintain/update excel based data of patients information on an ongoing basis for use for ORRS reporting
* Upload patient data from various databases into others for submission to ORRS (Ontario Renal Network) platform
* Validate all submission entries in database prior to submission
* Clean data in preparation for reporting and analysis
* Present/communicate visually with graphs, charts, reports to stakeholders
* Work closely with Project Manager/Data Manager/stakeholders to meet ORRS deadlines

**Qualifications**

* Previous experience in data entry is required
* Expert in use of Microsoft applications such as but not limited to Excel, Word, PowerPoint, SharePoint etc.
* Knowledge of troubleshooting minor application software/computer problems
* Operate a host of software application and presentation of software efficiently
* Ability to organize work effectively and adapt to changing priorities and tasks in an efficient and timely manner
* Excellent problem-solving and oral, communication skills
* Keyboarding at 40 w.p.m. with maximum 5% error rate