Data Processing Executive

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After the fieldwork period has been completed e.g. questionnaires have been returned they then need to be verified, checked and processed by a data processing executive or data entry employee. To carry out this task it requires attention to detail and concentration to ensure that the end product is faultless. It is crucial that this stage is done correctly so that the end data produced is correct.

Data entry is done both manually (typing completed results into a database) and automatically (by electronically scanning the results using a scanner into a database). On smaller jobs (certainly where there are 300 or less questionnaires) these tend to be manually inputted. For larger jobs (500+ questionnaires) it makes sense to scan the questionnaires automatically. Both methods are conducted and overseen by a Data Processing Executive.

They are normally contracted to work a 35 hour week and all work is office based. However, in some cases, this type of work is done on a part time basis and undertaken by people who want to work from home.

In the UK salaries vary according to seniority. A junior data processing employee can expect to receive around Â£10,000-Â£12,000 per annum but a Data Processing Manager could receive anything up to Â£30,000.

If you require further information related to market research jobs, then how about posting your question on our market research forum? It is very easy to use, it can be accessed by clicking here: forumÂ - all you need to do is select your topic area and then click on post new topic. You will be asked for your email address but this will not appear on the site and will not be passed onto anyone else.

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