

Data Entry Specialist

About the Role

The Data Entry Specialist will conduct external and internal market research to assist in the direction of marketing campaigns. A successful data entry specialist will be able to work across different data sets to effectively build lists for use by sales and marketing. As an integral part of the marketing team, this person will be responsible for developing prospect lists which will be used to inform and engage potential prospects in a variety of different industries.

Reports to: Marketing Manager

Pay Classification: Part Time Nonexempt

Responsibilities

- Compile lists of prospects to grow our email distribution list for the use of drip campaigns, researching top lists of organizations and the key contacts associated.
- Utilize tools and research to minimize list decay and unsubscribes to ensure that email marketing efforts remain effective.
- Measure email campaign results to show progress across campaigns and time, as well as optimize the list-building process based upon these results.
- Understand the requirements that different industries, services, and campaigns may require to build an audience that will be effectively reached through marketing and sales efforts.
- Develop policies, procedures, and best practices to improve the list-building process.

Minimum Qualifications

- Pursuing Degree in Marketing, Finance, or relevant discipline
- Search engines, web analytics and business research tools acumen
- Strong Microsoft Excel skills
- Strong analytical and critical thinking
- Ability to work in a fast-paced environment
- Ability to work individually as well as part of a team
- Ability to meet deadlines
- Excellent communication skills
- A high degree of motivation

What we can offer you

- Flexible work schedule
- Downtown Tampa parking allowance
- Paid office closure December 24 – January 1



About A-LIGN

A-LIGN is a rapidly growing full-service security, assurance, and compliance solutions firm with extensive experience in providing:

- SOC 1: SSAE 18 Examinations
- SOC 2: AT 101 Services
- PCI DSS Assessment Services
- FISMA Security Assessments
- ISO 27001 Certifications
- FedRAMP Security Assessments
- HIPAA and HITECH Services
- Penetration Testing and Vulnerability Assessments
- A-LIGN is a licensed CPA firm, QSAC, accredited ISO 27001 certification body and accredited FedRAMP 3PAO.

Our clients are located throughout the United States, Europe, and Asia, and include a significant number of publicly traded and Fortune 1000 companies, as well as privately held organizations of all sizes.

Our Values

At A-LIGN, our Big Vision is to relentlessly exceed expectations through extraordinary people, innovative technology, and unwavering dedication to our people and the clients that we serve. Our unique values: be “all in,” commit to quality, innovate constantly and do the right thing, always, set us apart from those that simply strive to meet your expectations. We work where dedication and quality meet. We’re all in, are you?