

# Data Entry Manager Interview Questions And Answers Guide.



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# Data Entry Manager Job Interview Preparation Guide.

## Question # 1

Tell us how do you minimize the risk for error in your work?

### Answer:-

This is the second part of that question. The best responses should shed light on their process for reviewing their work and minimizing miscalculations.

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## Question # 2

Explain me about a time when you had to be flexible in the workplace?

### Answer:-

I was head-down in data entry for a client when a peer asked for my help to complete a company critical project. It was the end of the month, so I couldn't abandon my data entry work. But I knew that my teammate wouldn't have asked for my help if it wasn't absolutely necessary. I reprioritized the rest of my day and made plans to stay a couple extra hours in the office to ensure both tasks got completed. I don't mind putting in extra time when it helps the company with their best clients, and I know my teammate really appreciated it.

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## Question # 3

Explain me about a time that you provided exceptional customer service to a client?

### Answer:-

This example was from my previous role as an assistant at a senior living facility. A resident was waiting in the lobby for a family member who was going to take her to a doctor's appointment. The family member called to say he was having car trouble and wouldn't be able to make it in time for the appointment. I knew that the resident was waiting anxiously for test results from her doctor, so I offered to take her myself so that she wouldn't have to reschedule the appointment. The resident was extremely grateful when I was able to drop her off in time to make her scheduled appointment.

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## Question # 4

Tell us what kind of data analysis software experience do you possess?

### Answer:-

I have advanced data analysis software experience. A few examples include creating PivotTables in Excel, producing databases from scratch in Access, and developing data mining algorithms in ELKI. Also in my previous role, I was tasked with upgrading the database to meet the demands of the market and the company to ensure it ran smoothly.

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## Question # 5

Can you tell us how do you stay organized?

### Answer:-

Be specific when describing how you keep on top of your time and workspace. What messaging system and calendar programs do you use? Do you have a dedicated basket or small shelf for pending projects? How do you prevent clutter from accumulating on your desk? Showing how you've mastered these systems or practices can make you a more attractive job candidate.

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## Question # 6

Tell us which tools do your salespeople use?

### Answer:-

Some reps are slow to adopt new technology, even though sticking to manual processes or neglecting data entry ultimately slows them down and makes their manager's job harder.

That's why asking this question will immediately make you a more attractive candidate. It suggests that you'll be open to trying new tools -- and might even be a rallying force to get other reps on board, too.



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### **Question # 7**

Explain me how collaborative is your team?

#### **Answer:-**

Teamwork is essential within every selling environment, whether you have several BDRs supporting an inside sales rep, each salesperson handling their own process from prospecting to closing, or something in between. Sales managers know that if their reps don't share feedback, support, and insights with each other, the team's process won't improve over time.

By inquiring about the level of collaboration, you'll tell your interviewer that you're a team player.

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### **Question # 8**

Explain me what do you rate as the best virtue of a data entry clerk?

#### **Answer:-**

I believe that accuracy is the best virtue without which it will be impossible to provide quality work. Since many company decisions are made based on the information that data entry clerks punch in, it is important that quality is maintained.

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### **Question # 9**

Explain me what is the difference between accounts receivable (AR) and accounts payable (AP)?

#### **Answer:-**

This is one of many elementary accounting interview questions you can use to find out more about the general accounting knowledge of entry-level job candidates for bookkeeping or accounting clerk openings. Their responses, both verbal and non-verbal, will reveal whether they understand accounting fundamentals.

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### **Question # 10**

Tell us why are you pursuing a career in accounting?

#### **Answer:-**

This is an accounting interview question you should absolutely expect. Employers want to know why you want to work in this field. There's no right answer to this question, so just be honest.

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### **Question # 11**

Explain me what accounting skills/certifications do you have?

#### **Answer:-**

This will be my first accounting role, so while I have taken several accounting courses, I haven't yet pursued any certifications. I'm excited to learn about what you would recommend I pursue first!

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### **Question # 12**

Tell us how do you handle stress?

#### **Answer:-**

When I received a frantic phone call from one of the executives, I had to drop everything to get a change processed. Communication was key; I explained the situation to the other managers and told them their requests were temporarily on hold so I could tend to the boss. By working some extra hours, I was able to meet his deadline without falling behind on my other assignments.

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### **Question # 13**

Tell us how would you describe the culture?

#### **Answer:-**

Most interviewers will want to make sure you're a good cultural fit before they hire you. After all, a candidate who prefers to work alone won't do well in a highly collaborative environment, and vice versa. With this question, you'll show that you're carefully evaluating whether the company is a good holistic fit for you.

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### **Question # 14**

Tell us how do managers deliver constructive criticism?

#### **Answer:-**

In sales, getting constructive criticism is inevitable, You can even broaden this question by asking how often reps meet with their managers and what coaching sessions are like.

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### **Question # 15**

Explain me what's a typical day in this position like?



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### **Answer:-**

You wouldn't ask this if you weren't thinking about the tactical, ground-level details of the job. This question shows foresight and pragmatism. It'll also tell you which activities will be most important to your success in the role. Will you be spending the majority of your day dialing? Using social media to prospect? Giving demos? If you don't enjoy the part of the sales process that's going to consume the majority of your time, it's probably not the right job for you.

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### **Question # 16**

Tell us why do you want to pursue a career as a data entry clerk?

### **Answer:-**

My best asset is my typing speed. I would like to take advantage of this asset and I believe that a data entry position will do justice to it.

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### **Question # 17**

Explain me when a company is using double-entry accounting, what elements of a given ledger must be equal?

### **Answer:-**

This is another fairly basic inquiry. Candidates with some accounting training or experience should have no trouble coming up with an answer. As with question one, the manner in which the applicants reply may show you they are under- or overqualified for a junior-level job at your company.

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### **Question # 18**

Tell us what criteria do you use to assess the reliability of the financial information you receive?

### **Answer:-**

Look for answers that show high performance standards. Perhaps the candidate has designed methods to check for bookkeeping errors or quality-control issues in the data-entry process. What you're looking for are answers that help you evaluate attention to detail and accuracy.

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### **Question # 19**

As you know you have just been assigned a new analytics project. Where do you begin and what are the steps that follow?

### **Answer:-**

The very first thing I would do is clearly define the problem or objective so I have a solid direction. Second, I would explore the data and become more familiar with it. This is extremely critical especially if I am working with a new set of data. Next, I would prepare the data for modeling. This entails data validation, detecting outliers, treating missing values, etc. With those steps completed, I would begin modeling the data until I discover the most significant or valuable results. Lastly, I would implement the model and track my results. As I'm sure you are aware, this process could vary slightly based upon the type of problem and the data and tools available.

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### **Question # 20**

Suppose I read on your website that one of your company values is X. In practice, how is that value manifested?

### **Answer:-**

This question usually sticks in your hiring manager's mind long after the interview. It shows you've done your homework, and signals that you're thinking about the company's principles and how they're carried out on a day-to-day basis.

They'll be excited to hire someone who's highly likely to contribute to their sales team's culture.

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### **Question # 21**

Tell us how do you ensure accuracy while working?

### **Answer:-**

I ensure accuracy at each point. When I punch in information, I make sure that I read it at least three times before typing it. Once I am done entering a module, I revisit it and compare it to the original to make sure that I have indeed punched in correct information.

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### **Question # 22**

Explain me if a company has three bank accounts for processing payments, what is the minimum number of ledgers it needs?

### **Answer:-**

Use this as a starting point in the interview to explore a candidate's knowledge of ledgers. Observe the interviewee's initial reaction and use it as a leaping off point for further discussion of skills related to the opening you are trying to fill. Expect the response to reveal the extent to which the applicant has thought through how accounts relate to lines of business and generally accepted accounting principles.

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### **Question # 23**

Explain me about a time when you worked with peers to achieve a fantastic result. What was your role?

### **Answer:-**

Two years ago, my College Student Association peers and I organized a charity food drive. My best friend and I had the idea to do something meaningful for the community. We co-owned the entire project, marketing it to every outlet we could think of, and when the drive was complete, we'd collected more than \$10,000



worth of food for our local food bank. We were ecstatic!

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### Question # 24

Explain me what has been your most difficult analysis to date?

#### Answer:-

My biggest challenge was making prediction sales during the recession period and estimating financial losses for the upcoming quarter. Interpreting the information was a seamless process. However, it was slightly difficult to forecast future trends when the market fluctuates frequently. Usually I analyze and report on data that has already occurred. In this case, I had to research how receding economic conditions impacted varying income groups and then make an inference on the purchasing capacity of each group.

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### Question # 25

Tell us what's the ramp-up period like?

#### Answer:-

Brown recommends this question if you want to show your interviewer you're ready to hit the ground running.

As a bonus, their answer will tell you how healthy the sales culture is. Companies that don't allocate enough time for ramping up usually take a "sink or swim" approach with their reps.

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### Question # 26

Tell us do you have any reservations about my fit for this position that I could address?

#### Answer:-

We advises candidates to end with this question. It gives you a chance to learn where you stand and potentially resolve the hiring manager's concerns.

For example, if the interviewer brings up your lack of experience in a certain field, You can point to the related experience you got at a previous company or discuss how you'd apply a similar experience to this new job.

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### Question # 27

Tell us what would you do if a client asked you to create an expense record for which there was no supporting documentation?

#### Answer:-

I would politely decline to comply and share my reasoning. Expense records feed into tax records, and those records are legal documents that have to be supported by a paper trail.

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### Question # 28

Please explain why do you want to be an administrative assistant?

#### Answer:-

Obviously, you can't say, "Because I need a job." Your best approach is to describe what you enjoy about administrative work, a human resources faculty member at ABC, which offers administrative assistant training. Do you like welcoming visitors to the office ("I'm very outgoing"), or organizing travel plans ("I love finding the best deals on hotels"), or doing data entry ("I love detail-oriented work")? Say so!

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### Question # 29

Explain me how do you get new hires up-to-speed with your product?

#### Answer:-

"It's great when candidates ask training-related questions, It shows that you're committed to fully transitioning from your current role to this new one."

An interest in product training also bodes well for your quota-carrying abilities, since successful reps know their product inside and out.

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### Question # 30

Tell us how do you measure success for this role?

#### Answer:-

At this stage of the application process, you probably know whether or not you'll have a quota. But that number isn't the only way your sales manager will be gauging your success. They'll also be tracking metrics like the length of your sales cycle, how many opportunities you're generating, and average deal size.

Qualitative measures of success are important as well. Your manager will likely be focusing on how your understanding of the company's buyer personas, ability to correctly qualify and disqualify prospects, willingness to learn new strategies and techniques, time management skills, resourcefulness, and product expertise, among other things.

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### Question # 31

Tell us what accounting software are you most familiar with?

#### Answer:-

While it may be ideal to find expertise in the same accounting programs you use in your company - Excel, Hyperion, IBM Cognos, QuickBooks, ERP and so on - it's



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even more valuable to find someone who is software savvy and able to get up to speed with a variety of programs. Some companies have embraced cloud financial solutions, and while experience in online-based software and services is valuable, the ability to get comfortable with the new technologies is worthwhile, too.

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### **Question # 32**

Tell us when performing routine data entry, how do you guard against making mistakes?

**Answer:-**

I try to minimize distractions in the workplace, but I also have simple data validation checkpoints built into my workflow. The validations ensure that if I make an error somewhere, I don't get too far into the work before I am able to catch it and correct it.

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### **Question # 33**

Tell us in this role, what distinguishes a great performer from a good one?

**Answer:-**

It also shows you're focused on finding a good fit.

Pay close attention to the hiring manager's answer. A good one will know what distinguishes the top reps on their team so they can actively cultivate those traits in other reps.

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### **Question # 34**

Please explain what is the biggest challenge the team has faced in the past year?

**Answer:-**

This is one of Donohue's favorite questions. First, it demonstrates that you're thinking about the team's success, not just your own. Second, it makes you appear thoughtful and experienced. Some reps rush into a new job with blind optimism, only to be disappointed when everything's not completely rosy. By inquiring about the team's challenges, you'll show you're clearly not wearing blinders.

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### **Question # 35**

Tell us what computer skills do you have?

**Answer:-**

One way to demonstrate your technical expertise is to use the right lingo. Throw out specific terminology. When describing your Excel skills, for instance, you might talk about the process of creating charts, formulas, macros, or pivot tables. If possible, weave in metrics that quantify your achievements, a San Francisco-based career coach who specializes in interview skills. ("I suggested procedures that decreased our company's average order-processing time from 10 minutes to five minutes.")

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### **Question # 36**

Do you know what are two or three types of special journals?

**Answer:-**

While this is still a fairly basic question, you may tailor your follow-up queries according to the specifics of your business or to the candidate's work history. Or, as a skill test, you could present a few journal samples for the applicant to read and then explain. The way the person responds to this accounting interview question will show the skill level in identifying mistakes or omissions.

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### **Question # 37**

Tell us what are your communication strengths?

**Answer:-**

My greatest communication strength would have to be my ability to relay information. I'm good at speaking in a simple, yet effective manner so that even people who aren't familiar with the terms can grasp the overall concepts. I think communication is extremely valuable in a role like this, specifically when presenting my findings. This is even more important when those findings could be beneficial or detrimental to other departments within the company and you need to make sure that everyone understands the overall message.

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### **Question # 38**

Tell us why do you want to work with us as Data Entry Manager?

**Answer:-**

I want to work for you because I was greatly impressed from your mission and repute of delivering the best health services in the town. I want to make the most of my data entry and clerical skills to contribute to your bottom line.

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### **Question # 39**

Tell us how do your best managers work with their reps?

**Answer:-**

Being curious about your relationship with your future manager is a good sign. Different organizations promote different management styles. For example, Our sales



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leaders focus on training and coaching their reps rather than micromanaging their process, while managers at other companies may be more hands-on. Before the recruiter extends you an offer, they'll want to know whether your preferred style of being managed aligns with their company's standard style.

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### **Question # 40**

Tell us what do you do when you don't immediately know the solution to a problem?

**Answer:-**

I research the answer! I love to figure out solutions to problems using a variety of different methods. These could include online searches, peer-to-peer coaching, or simply refreshing my memory using old textbooks.

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### **Question # 41**

Explain me how do you manage your time throughout the workday?

**Answer:-**

At the beginning of every day, I take 15 minutes to review my agenda and the work that needs to get completed. Then I schedule my time accordingly. If there are any questions as to the priority of a task, I have a quick alignment conversation with my manager. If new priorities arise, or if something urgent threatens my initial plan, I'll have another quick conversation with my manager to ensure we're on the same page.

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### **Question # 42**

Explain me about a time when you had to deal with a difficult client or customer?

**Answer:-**

Any question that begins with, "Tell me about a time when..." is a behavioral interview question, where employers use your past experiences and behaviors as an indicator of your future success. So in this case, it's important to prepare a compelling anecdote of when you used your communication skills and professional demeanor to respond to a difficult client or customer.

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### **Question # 43**

Explain me have you researched about our company? What are our core values?

**Answer:-**

Yes, I researched extensively on your website. I am well aware of your mission and goals, i.e. Care, Service, Efficiency and Quality.

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### **Question # 44**

Please explain what is involved in typical data analysis?

**Answer:-**

Typical data analysis involves the collection and organization of data. Then, finding correlations between that analyzed data and the rest of the company's and industry's data. It also entails the ability to spot problems and initiate preventative measures or problem solve creatively.

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### **Question # 45**

Tell us how do you prefer to communicate with those around you in the workplace?

**Answer:-**

It depends! If it's a quick question, I tend to use instant messaging. But if it's going to take longer than a minute to respond, then I'll send an email. If it's a sensitive conversation, or one that could be misunderstood, I'll set up a face-to-face meeting or make a phone call.

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### **Question # 46**

Explain me where do you get your best leads? What's the process like from there?

**Answer:-**

People who are genuinely curious won't have to pretend to care when digging into customers' problems -- they actually will care. This rep will be following the right blogs, know a ton about your prospects' business challenges, and not be shy about asking questions. And curious people usually ask the best questions.

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