

Data Entry Clerk

Double AA Corporation | Job Type: Full-time

Pay Scale: \$25.00 – \$35.00 per hour

About the Company

Double AA Corporation is a fuel distributor serving California. We source fuel from major refiners, including Valero and ConocoPhillips, and distribute our own brand, DoubleTime. We provide fuel delivery for our clients and offer solutions for gas resellers. Double AA Corporation also owns and operates company-owned locations throughout the Greater Bay Area.

Position Summary

Double AA Corporation is seeking a detail-oriented and organized Data Entry Clerk to join our team. In this role you will input, update, and manage data across several platforms while maintaining the accuracy and confidentiality of Company and client information.

Essential Duties and Responsibilities

- Enter data into Company databases accurately, including client information, financial records, and operational details.
- Maintain and update digital files, paper records, and filing systems so records can be retrieved efficiently.
- Verify data accuracy by proofreading and cross-checking entries before submission.
- Use Microsoft Office, Google Workspace, QuickBooks, and other tools to support administrative workflows.
- Assist with general office and administrative tasks.
- Communicate with team members when information is missing or unclear.

Qualifications

- Clerical or office experience demonstrating organizational skills and attention to detail.
- Familiarity with data entry or accounting software such as QuickBooks preferred.
- Prior data entry or office experience preferred.
- Accurate typing skills.
- Knowledge of office management practices and effective time management skills.

Equal Employment Opportunity

Double AA Corporation is an equal opportunity employer. We consider all qualified applicants for employment without regard to race, color, religion, creed, sex, gender, gender identity or expression, sexual orientation, pregnancy, national origin, ancestry, citizenship status, age, physical or mental disability, medical condition, genetic information, marital status, military or veteran status, or any other characteristic protected by federal, state, or local law. Employment decisions are based on qualifications, merit, and business need.

Reasonable Accommodation

We are committed to providing reasonable accommodations to applicants and employees with disabilities and to applicants and employees whose religious beliefs or practices require accommodation. If you need an accommodation to participate in the application or interview process, or to perform the essential functions of this position, please contact Human Resources at [HR contact email / phone].

Fair Chance

Qualified applicants with arrest or conviction records will be considered for employment in accordance with the California Fair Chance Act and any applicable local fair chance ordinance.

At-Will Employment

Employment with Double AA Corporation is at-will and may be terminated by either the employee or the Company at any time, with or without cause or notice. This job description describes the general nature of the work performed and is not an exhaustive list of all duties, responsibilities, or qualifications. It is not a contract of employment or a promise of continued employment, and the Company may modify it at any time.