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Entry-Level Data Entry Clerk Work from Home Start Now Earn \$25-\$35/hr

Description

Important: You must apply directly on jobtacular.com to be considered for this position.

Company Overview:

We are a leading data management company that helps businesses organize and process their data efficiently. Our team of experts is dedicated to maintaining the accuracy and integrity of data. As we continue to grow, we are seeking an Entry Level Remote Data Entry Clerk to join our team and support us in our data management endeavors.

Job Description:

As an Entry Level Remote Data Entry Clerk, you will play a crucial role in maintaining and updating our database. You will be responsible for accurately inputting data, verifying its authenticity, and ensuring its completeness. Your attention to detail and commitment to accuracy will contribute significantly to our overall success.

Responsibilities:

- Input and update data: You will be tasked with entering and updating data in our database accurately and efficiently.
- Verify data accuracy: You will double-check and verify the authenticity and accuracy of the data to ensure quality.
- Ensure data completeness: It will be your responsibility to ensure that all required data fields are complete and up-to-date.
- Review and correct errors: If any errors are identified, you will promptly review and correct them to maintain data integrity.
- Organize and manage data: You will assist in organizing and managing data to optimize accessibility and retrieval.

Qualifications:

- No experience required; this is an entry-level position.
- High school diploma or equivalent: To qualify for this position, you must have a high school diploma or equivalent.
- Keen attention to detail: The role of a Data Entry Clerk requires a high level of accuracy and attention to detail.
- Basic computer skills: You should have basic computer skills, including proficiency in using data entry software.
- Time management: Efficiently managing time and meeting data entry

Hiring organization

Work From Home Recruiting

Employment Type

Full-time

Industry

Customer Service

Job Location

Remote work from: United States

Base Salary

\$ 25 - \$ 35

Date posted

September 16, 2024

Valid through

01.01.2029

deadlines is vital to success in this role.

- Ability to maintain confidentiality: Data entry clerks handle sensitive information, requiring the ability to maintain confidentiality.

Compensation:

We offer a competitive salary of \$25-\$35 per hour, based on experience and qualifications.

Benefits:

We provide a comprehensive benefits package, including health, dental, and vision insurance, 401(k) matching, and paid time off. Additionally, we support career growth and development within the company, providing opportunities for advancement.

FAQs About Remote Work:

1. What is remote work?

Remote work refers to working from a location outside of a traditional office environment. This can include working from home, a coffee shop, or anywhere with an internet connection. Remote work offers flexibility and work-life balance for employees.

2. What are the benefits of remote work?

Remote work offers several benefits, including increased productivity, reduced commute time and expenses, and a more comfortable and personalized work environment. It also provides opportunities for employees to work with people from different parts of the world and gain experience in a diverse work environment.

3. What are the challenges of remote work?

Remote work can present challenges such as isolation, distractions, and difficulty separating work and personal life. However, many remote workers have found ways to overcome these challenges and thrive in their roles. At our company, we provide our remote workers with the support they need to stay connected, focused, and motivated.

About Jobtacular.com:

Jobtacular.com is a dedicated job site that specializes in bringing remote and work from home jobs from all over the web to job seekers like you. We partner with employers to find the best candidates for their open positions and provide job seekers with a wide range of job opportunities. Our mission is to help job seekers find the perfect remote job that suits their skills, experience, and preferences. Whether you're looking for a full-time remote job or a part-time gig, Jobtacular.com is here to assist you in finding your dream job.

In conclusion, we are looking for an Entry Level Remote Data Entry Clerk to join our team and support us in maintaining accurate and organized data. If you possess keen attention to detail, basic computer skills, and the ability to manage time effectively, we encourage you to apply for this position. We offer a competitive salary, comprehensive benefits, and opportunities for career growth and development within the company. Thank you for considering our company as your next career move.

Visit Site

Disclosure

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