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## Remote Data Management Specialist – Organize and Maintain Data, Flexible Remote Position

### Description

**Remote Data Entry Specialist | Manage Data from Home | Flexible Hours | Earn \$25-\$35 per hour**

### Job Description:

Are you detail-oriented and looking for a remote job? Join our team as a Remote Data Entry Specialist and manage data from home.

### Responsibilities:

- **Data Management:** Accurately input and manage data in company databases.
- **Quality Assurance:** Ensure data accuracy and completeness.
- **Documentation:** Maintain organized records of data entry activities.
- **Reporting:** Generate and distribute reports.
- **Collaboration:** Communicate regularly with team members.

### Requirements:

- **Attention to Detail:** High attention to detail and accuracy.
- **Organizational Skills:** Strong organizational skills.
- **Technical Proficiency:** Basic computer skills.
- **Communication Skills:** Strong written communication skills.
- **Experience:** Previous data entry experience preferred.
- **Home Setup:** Reliable internet connection and a quiet workspace.

### Benefits:

- **Flexible Hours:** Set your own working hours.
- **Remote Work:** Work from home.
- **Competitive Compensation:** Earn \$25-\$35 per hour.
- **Professional Development:** Access to training programs.
- **Supportive Environment:** Collaborative virtual work environment.

### How to Apply:

Click the **Apply Now** button below. Submit your resume and a brief cover letter.

**Keywords:** Remote Data Entry Specialist, Work From Home, Flexible Remote Jobs, Data Management, Telecommute Jobs.

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### Disclosure

### Hiring organization

Tech Connect

### Employment Type

Full-time

### Industry

Customer Service

### Job Location

Remote work from: United States

### Base Salary

\$ 25 - \$ 35

### Date posted

January 2, 2025

### Valid through

01.01.2029

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