

<https://jobtacular.com/job/remote-data-entry-specialist-no-experience-required-25-35-hour/>

Part-Time TikTok Careers Work from Home Earn \$25-\$35/hr

Description

About Our Client

Our client is a leading data management company that prides itself on accuracy and efficiency. They are currently seeking Remote Data Entry Specialists to join their team and contribute to their mission of maintaining high-quality data records.

Job Description

As a Remote Data Entry Specialist, you will play a critical role in maintaining and updating data in the company's databases. You will input information from various sources with precision and attention to detail, ensuring data accuracy and consistency. This remote role offers a great opportunity for individuals looking to start a career in data management.

Responsibilities

- Accurately enter and update data in the company's database following specific guidelines and procedures.
- Perform quality checks to identify and correct any errors or discrepancies in the data.
- Maintain data confidentiality and comply with data security policies.
- Work collaboratively with the data management team to ensure data integrity.
- Meet or exceed daily and weekly data entry targets.

Qualifications

No prior experience is required for this role; our client is looking for individuals who possess the following skills and qualities:

- **Attention to Detail:** A Remote Data Entry Specialist must have a keen eye for detail to accurately enter and verify data.
- **Time Management:** The ability to manage time efficiently and meet data entry targets is essential in this role.
- **Basic Computer Proficiency:** Familiarity with spreadsheet software and data entry applications is preferred.
- **Adaptability:** Being adaptable and open to learning new software and systems is beneficial in this data entry role.

Pay

This is a full-time position with a competitive hourly rate of \$25 to \$35 per hour, based on your data entry speed and accuracy.

Hiring organization

Work From Home Recruiting

Employment Type

Part-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

Benefits

Our client values their employees and offers a range of benefits, including:

- Health and wellness programs
- Paid time off and holidays
- Opportunities for career growth and professional development
- Flexible work schedules

Training and Support

We understand that starting a new role can be challenging, especially in data entry. Rest assured, our client provides comprehensive training and ongoing support to help you become a successful Remote Data Entry Specialist. You will receive guidance from experienced team members and access to helpful resources to enhance your skills.

Apply Now

If you have a passion for data accuracy and organization and are ready to begin your career in data entry, we encourage you to apply now. Submit your application through our website, including a resume that highlights your strengths and interest in data management.

Join Our Data Management Team

Be a part of a dynamic team that thrives on precision and accuracy in data management. Join our data management team and contribute to the success of our clients' projects by ensuring that data is handled with care and accuracy.

FAQs About Remote Work

Q: Is this a fully remote position?

A: Yes, this role is entirely remote, allowing you to work from the comfort of your own home.

Q: What tools and software will I use as a Remote Data Entry Specialist?

A: You will be provided with user-friendly data entry software and may use spreadsheet applications like Microsoft Excel.

Q: Can I work part-time as a Remote Data Entry Specialist?

A: While this position is primarily full-time, there may be part-time opportunities available depending on the project requirements.

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