

WORK VAPOR

Job Link: <https://workvapor.in/jobs/data-entry-assistant/>

HIRING ORGANIZATION

ClearLine InfoTech

JOB LOCATION

? Remote work from: IND

DATE POSTED

? December 10, 2024

DATA ENTRY ASSISTANT

DESCRIPTION

Company: ClearLine InfoTech

Salary: ?15,000 – ?21,000 per month

Contact Email: hr@clearlineinfotech.com

Description:

ClearLine InfoTech is hiring a **Data Entry Assistant** to handle data input and verification for various projects. If you are reliable, organized, and detail-oriented, this role is for you!

Responsibilities:

- Enter and update data in spreadsheets or internal systems.
- Cross-check information for inconsistencies.
- Manage and organize digital files.
- Meet deadlines while maintaining accuracy standards.

Skills:

- Fast and accurate typing skills (minimum 45 WPM).
- Proficiency in Google Sheets and MS Excel.
- High attention to detail and focus.
- Ability to multitask and manage time efficiently.