

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/data-entry-clerk-job-available-in-india/>

## HIRING ORGANIZATION

Work from home

## EMPLOYMENT TYPE

Full-time

## BASE SALARY

INR 15,000 - INR 20,000

## DATA ENTRY CLERK – WORK FROM HOME

### JOB LOCATION

? Remote work from: India

### DESCRIPTION

Job Title: Data Entry Clerk

#### Job description

We are seeking motivated individuals to join our team as Remote Work From Home Data Entry Clerks. As a Remote Data Entry Clerk, you will play a crucial role in maintaining the accuracy and efficiency of our data systems. This part-time position offers the flexibility to work from home while contributing to one of the world most dynamic companies.

#### Key Responsibilities:

- Accurately input and update data into systems and databases.
- Perform regular data quality checks and resolve discrepancies as needed.
- Maintain confidentiality and security of sensitive information.
- Collaborate with team members to ensure data integrity and completeness.

#### Required Skills and Qualifications:

- Proficiency in typing and data entry with a high level of accuracy.
- Strong attention to detail and ability to spot errors.
- Excellent time management and organizational skills.
- Ability to work independently and meet deadlines.
- Basic computer skills, including knowledge of Microsoft Office suite.

#### Experience:

- Previous experience in data entry or related field preferred but not required.
- Training will be provided for candidates with the right aptitude and attitude.

#### Working Hours:

- Part-time position with flexible hours.
- Availability during business hours preferred.

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Knowledge, Skills, and Abilities:

- Understanding of data entry principles and best practices.
- Ability to adapt to new technologies and software systems.
- Strong communication skills, both written and verbal.

Benefits:

- Competitive hourly wage.
- Flexible work schedule.
- Access to employee discounts and benefits.

Why Join us: Joining with us means becoming part of a diverse and inclusive team dedicated to customer satisfaction and innovation. As a Remote Data Entry Clerk, you will have the opportunity to work with cutting-edge technology while enjoying the flexibility of remote work.