WORK VAPOR

Job Link: https://workvapor.in/jobs/data-entry-collection/

DATA ENTRY COLLECTION

HIRING ORGANIZATION

Data Solutions

JOB LOCATION

? Remote work from: IND

BASE SALARY

INR 25,000 - INR 40,000

APPLY NOW

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DESCRIPTION

4 Data Solutions

Data Entry Collection

4 Data Solutions • India • via work vapor

Full–time

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Job description

Job Summary

We are seeking a detail-oriented and organized Data Entry Assistant to join our team. As a Data Entry Assistant, you will be responsible for accurately and efficiently entering data into our system.

Key Responsibilities

– Data Entry: Enter data into our system with high accuracy and speed

– Data Verification: Verify data for accuracy and completeness

– Data Maintenance: Maintain organized digital records and ensure data confidentiality

– Productivity: Meet productivity standards and deadlines

– Troubleshooting: Troubleshoot issues with data entry software or hardware

Requirements

– Education: High school diploma or equivalent required

– Skills: Proficient in Microsoft Office, data entry software, and hardware

– Accuracy: High level of accuracy and attention to detail

What We Offer

– Remote Work: Work from the comfort of your own home

– Flexible Hours: Flexible scheduling to accommodate your needs

– Competitive Pay: Competitive hourly rate

– Opportunities for Advancement: Opportunities for professional growth and advancement

– Professional Development: Ongoing training and development opportunities

Work Environment

– Remote Work Setup: Must have a dedicated workspace with reliable internet connection

– Software and Hardware: Must have a computer, keyboard, mouse, and other necessary equipment