

WORK VAPOR

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

HIRING ORGANIZATION

Data Solutions

BASE SALARY

INR 25,000 - INR 40,000

VALID THROUGH

2026-07-17

APPLY NOW

Apply Now

DATA ENTRY COLLECTION

JOB LOCATION

? Remote work from: IND

DESCRIPTION

4 Data Solutions

Data Entry Collection

4 Data Solutions • India • via work vapor

Full-time

Apply on LinkedIn

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