

WORK VAPOR

Job Link: <https://workvapor.in/jobs/elitetownhires-work-from-home-data-entry-clerk-job-available/>

HIRING ORGANIZATION

Elitetownhires

EMPLOYMENT TYPE

Full-time

BASE SALARY

INR 10,000 - INR 17,000

VALID THROUGH

2026-07-21

WORK FROM HOME DATA ENTRY CLERK

JOB LOCATION

Saudi Arabia, NIL, Nil, NIL, Saudi Arabia

DESCRIPTION

Precision, efficiency, and confidentiality form the cornerstone of our services. We are your reliable partner for meticulous data entry solutions, streamlining processes and providing tailored services for operational success.

Key Responsibilities

- Inputting data into computer systems accurately and efficiently.
- Verifying data accuracy and completeness.
- Updating and maintaining database information.
- Communicating with other departments to gather information.
- Keeping sensitive information confidential.
- Adhering to data privacy and security protocols.
- Supporting other administrative tasks as needed.

Requirements:

- Proficiency in Microsoft Office and data entry software.
- Strong keyboarding skills.
- Excellent attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Good organizational and time management skills.
- Ability to maintain confidentiality.
- Good verbal and written communication skills.
- Ability to work under pressure and meet deadlines.

Benefits:

- We offer a very competitive salary and other benefits package.
- Remote work.
- Flexible working hours.

This is a fully remote position, allowing you to work from the comfort of your home or any other location of your choice. We offer a flexible work schedule and a supportive team to ensure your success.