

United Arab Emirates Jobs Expertini®

Data Entry Clerk Admin (Remote) Work From Home

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Company: [AdvancediMarketing.com](https://www.advancedimarketing.com)

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

We're looking for people who are very careful and pay close attention to details to join our team as Remote Entry-Level Data Entry Clerks. If you're good at being accurate and like working on your own, this job might be just right for you. Come work with us and help our organization grow. Your skills will really make a difference.

Responsibilities

Put data into our systems correctly from different places.

Check data carefully for mistakes.

Keep data safe and private.

Decide which data tasks are most important and do them first.

Work with other team members to make sure data is accurate.

Check your work to make sure it's done well.

Help make and follow data entry plans.

Solve problems with data entry quickly.

Make reports and summaries as needed.

Keep databases up to date.

Take part in training to get better at data entry.

Follow company rules for handling data.

Help other departments with tasks related to data.

Pay close attention to details and be accurate.

Learn to use new data entry tools.

Qualifications

Finished high school or have a similar qualification.

Know how to use Microsoft Office and are good with computers.

Type fast and accurately.

Are very careful and organized.

Can work on your own and from a remote place.

Can communicate well in writing and speaking.

Know the basics of doing data entry right.

Can solve problems and like to take action.

Want to learn and try new ways of doing things.

Have a reliable internet connection and a good place to work remotely.

Benefits

Fair pay for beginners.

Flexible schedule for remote work.

Chances to grow in your career.

Training programs to help you learn more.

A supportive and friendly team.

Get access to modern tools for data entry.

Options for health, dental, and vision insurance.

Get paid time off and holidays.

Programs to appreciate and recognize employees.

Balance between work and life, with options to work remotely.

Get help when you need it for personal or work-related issues.

If you're excited to start a job doing data entry from home, apply now and be part of our team. We welcome people from all backgrounds and embrace diversity. This is your chance to start your career in data entry with us!

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Cross References and Citations:

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