

## Project Coordinator Agency | Concepta Knowledge Dubai

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Company: Agency Concepta Knowledge

Location: dubai

Category: other-general

Project Coordinator | Agency Concepta Knowledge Dubai

An Entry Level Data Entry Clerk who is highly organised is needed at our company to work remotely with our team to collect, analyse and input Data into our online systems and Social Media platforms. This position is Part-time/full-time and will be done remotely. If this opening interests you, we encourage you to apply for this exciting opportunity to join our team.

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Responsibilities

Performing data entry and maintaining databases

Collect and input data from various sources such as online, databases, surveys and documents

Ensure the safety of all data and their availability when needed

Communicate with other team members to ensure accuracy and safety of data collected

Requirements

Good typing and data entry skills

Reliable and fast internet connectivity

Strong organisational and time management skills

Excellent verbal and written communication skills

Proficiency in Microsoft Office or similar software

Ability to multitask and prioritise tasks effectively

Strong attention to detail and accuracy

Strong problem-solving and decision-making skills

Excellent team spirit

Benefits

Professional development opportunities

Remote work

Competitive compensation package with opportunities for growth and advancement.

Flexible remote work arrangement, enabling a healthy work-life balance.

Our Company is an equal opportunity employer. We value diversity and encourage individuals from all backgrounds to apply.

We look forward to reviewing your application

Don't miss out on this exciting opportunity – apply now at [dubaiofferz.com/#J-18808-Ljbffr](https://dubaiofferz.com/#J-18808-Ljbffr)

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