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Project Coordinator Jobs In Dubai | Agency Concepta Knowledge

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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 Apply Also: Assistant Store Manager – Charlotte Tilbury Jobs in Dubai | Alshaya Group

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 Apply Also: ADIB Careers | Abu Dhabi Islamic Bank Jobs UAE

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