

Remote Work - (Data Entry Clerk) Work From Home

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Company: Wayne Hanson HR Services

Location: United Arab Emirates

Category: computer-and-mathematical

We are seeking diligent and committed Work-from-Home Data Entry Operator to aid in the management and updating of our database. As a data entry operator, your role will involve the precise and efficient transfer of information into our systems. Success in this position hinges on proficiency in computer skills, a genuine enthusiasm for data entry, and an unwavering commitment to detail. This remote opportunity not only offers flexible working hours but also provides a platform for your contributions to streamline our organizational operations.

Responsibilities

Provide support to other departments with data-related tasks.

Maintain a high level of attention to detail and accuracy.

Adapt to new data entry technologies and tools.

Precisely enter data into diverse computer systems.

Input data collected from different sources.

Maintain and update database information.

Validate data through cross-referencing with source documents.

Coordinate with various departments to acquire essential information.

Retrieve requested data from the database or electronic files.

Regularly perform backups to guarantee data preservation.

Provide support for additional administrative tasks as required.

Requirements

High school diploma or equivalent.

Completion of high school or equivalent.

Proficient in fast typing.

Strong proficiency in word processing tools and spreadsheets (such as MS Office Word, Excel, etc.).

Familiarity with office equipment and computer hardware, including peripheral devices.

Fundamental understanding of databases.

Effective communication skills in English, both oral and written, along with robust customer service abilities.

Exceptional attention to detail.

Benefits

Remote work for any location

Flexible working hours

Adaptable working hours.

Attractive compensation package with room for professional development.

Versatile remote work setup, fostering a balanced work-life dynamic.

We encourage you to seize this unique and time-limited chance to become part of our team. We are dedicated to fostering equal opportunities and embracing diversity within our workforce. Our non-discrimination policy guarantees fair treatment irrespective of factors such as race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

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