

Virtual Data Management Support Jobs In Sharjah | Admired Services

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Company: Admired Services

Location: Sharjah

Category: other-general

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About the job

Job Description:

We are seeking an entry-level Virtual Data Management Support professional to join our team. In this role, you will be responsible for supporting our team with data management tasks, including data entry, data cleaning, data quality checks, and data analysis. You will work closely with our team members to ensure that our data is accurate, up-to-date, and easily accessible. This is a virtual position, and you will work from home.

CHECK UR EMAIL AFTER YOUR APLICATIONResponsibility

Data Entry Clerk:

Perform data entry and data cleaning tasks to ensure that our data is accurate and up-to-date

Verify and review data for errors or discrepancies

Maintain confidentiality and integrity of all information

Follow specific guidelines and instructions for data entry tasks

Market Researcher:

Conduct market research to gather relevant information and data

Analyze market trends, customer preferences, and competitor activities

Prepare reports, presentations, and summaries based on research findings

Identify opportunities and provide recommendations for business improvement

Online Survey Participant:

- Participate in online surveys and questionnaires as assigned
- Provide honest and thoughtful responses to survey questions
- Ensure compliance with survey requirements and guidelines
- Help in the analysis and interpretation of survey results

Requirements:

Data Entry Clerk:

- Excellent typing speed and accuracy
- Proficiency in using data entry software and tools
- Strong attention to detail and organisational skills
- Ability to work independently and meet deadlines
- Strong analytical skills and proficiency in working with data
- Proficient in Microsoft Office Suite (Excel, PowerPoint, Word)
- Excellent written and verbal communication skills

Market Researcher:

- Knowledge of market research methodologies and techniques
- Familiarity with statistical analysis and data interpretation
- Excellent analytical and problem-solving skills
- Strong written and verbal communication skills

Online Survey Participant:

- Willingness to share opinions and provide feedback
- Good internet connection and access to a computer or mobile device
- Ability to follow instructions and complete surveys within specified timeframes
- Reliable and committed to meeting survey participation requirements

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