

Synergy Gates

<https://www.synergYGates.com/job/data-entry-specialist/>

Data Entry Specialist

Description

Enter data accurately and quickly using computer programs.

Review entered data and ensure that it is free of errors.

Organize and arrange data in files and databases.

Prepare daily reports on completed tasks.

Responsibilities

Enter customer and order data correctly.

Use Excel programs to manage and organize data.

Work with different teams to update information and data on an ongoing basis.

Qualifications

- Diploma or bachelor's degree in any relevant field.
- Proficient in Excel (filters, conditional formatting, sorting).
- Fast and accurate typing skills.

Job Benefits

- Confidential salary

Hiring organization

Synergy Gates

Employment Type

Full-time

Beginning of employment

30/12/2024

Duration of employment

1 Years

Industry

Technology

Job Location

Online – Remote job

Remote work possible

Working Hours

8

Date posted

December 29, 2024

Valid through

18.12.2024