



<https://hiringqueue.us/careers/data-entry-specialist-remote/>

Data Entry Specialist – Remote

Description

ABC Legal Service is proud to be the national leader in filing service of legal documents. We are growing and are looking for talented new team members to support our growth and solve exciting challenges!

We are a team of 350 with offices in Los Angeles, Dallas, Miami, Brooklyn, Chicago, Washington DC, and more. Seattle is our home and headquarters. We've been successful in this unique business for over 30 years and we continue to advance our technology and business processes to remain years ahead of what our competition is able to offer.

Job Overview:

The e-Fulfilment Specialist reviews and files legal documents utilizing online platforms and tools developed by ABC Legal. This role works closely with the e-Fulfillment and e-Filing team to collaborate on projects, resolve issues as they arise and meet common goals.

Key Responsibilities:

- Review and file legal documents using internal systems and email
- Participate in ongoing training to expand knowledge of industry and process
- Investigate discrepancies as they arise
- Complete additional projects as assigned

Qualifications:

- No experience necessary; data entry experience a plus
- High school diploma or GED required
- Ability to perform repetitive tasks with accuracy
- Exceptional attention to detail
- Desire and ability to be a team player
- Experience and basic proficiency with Microsoft Office
- Typing speed of at 50 to 60 wpm

We know that a company's success starts with its employees. We also know that an individual's success starts with the right career opportunity. Join our team today!

- Retirement plan with 5% matching
- Medical, Dental, and Vision insurance
- 10 paid holidays per year
- Referral program
- Work from home flexibility

Hiring organization

ABC Legal Services

Employment Type

Full-time

Job Location

Remote work from: United States; Canada; Great Britain

Base Salary

\$ 27 - \$ 40

Valid through

31.01.2025

Date posted

April 29, 2025