

<https://hiringqueue.us/careers/home-based-data-entry-typist-remote-jobs/>

Home Based Data Entry Typist (Remote jobs)

Description

We are looking for a Data Entry Specialist whose main function is providing excellent customer service by quickly and accurately processing submissions sent electronically by our members. A Data Entry Specialist will compare data with source documents submitted by our members, checking for accuracy and that supporting documentation meets specified requirements.

Essential Job Functions

Consistently meet the established daily quota

Ability to perform repetitive tasks with accuracy

Ability to handle personal and confidential member information in compliance with HIPAA regulations

Ability to understand and follow specific instructions and procedures

Ability to accurately document and record member information

Other duties as assigned

Pay: \$35 to \$50

\$35 – \$50 an hour

Requirements

Proficient in PC operations and navigation

Familiarity with Microsoft Office

Exceptional attention to detail

Strong written communication

Desire and ability to be a team player

High School Diploma or equivalent

Preferred Experience:

Experience with data entry and CRM software

Data entry experience

Work From Home Requirements:

Hiring organization

Talent Sphere Staffing

Employment Type

Full-time

Job Location

Remote work from: United States; Canada; Great Britain

Base Salary

\$ 27 - \$ 42

Valid through

31.01.2025

Date posted

April 29, 2025

Reliable internet service with 10MB upload/download ability in your home

Quiet and private workspace free of distraction and interruption

Benefits

401(k) with match on eligible contributions

Medical, Dental, Vision with nationwide coverage

Company paid Life Insurance (Life/AD&D)

Paid Time Off (Vacation, Sick & Public Holidays)

Family Leave (Maternity, Paternity)

Company paid Short Term & Long Term Disability

Work From Home