



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

(Remote)-Data Entry Associate

Description

We are seeking a detail-oriented and organized Data Entry Associate to join our remote team. As a Data Entry Associate, you will be responsible for accurately inputting and updating data into our systems. This role plays a crucial part in maintaining the integrity of our database and ensuring that information is up-to-date and accurate.

Responsibilities

- Input and update data into database systems
- Verify accuracy of data entered
- Maintain data integrity and security
- Assist with data clean-up and organization
- Generate reports and analyze data as needed

Qualifications

- High school diploma or equivalent
- Proven experience in data entry or related field
- Proficient in Microsoft Office suite
- Excellent attention to detail
- Strong organizational skills
- Ability to work independently and remotely

If you are a self-motivated individual with a passion for accuracy and data integrity, we would love to hear from you. Apply now to join our remote team as a Data Entry Associate!

Hiring organization

Eau Claire Cooperative Health Center

Employment Type

Full-time

Job Location

Remote work from: United States; Canada; Great Britain

Base Salary

\$ 25 - \$ 40

Valid through

31.01.2025

Working Hours

7

Date posted

April 10, 2025