



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

Remote Data Entry Operator

Description

The CDI Group is on a mission to drive innovation and excellence in business intermediary solutions, empowering our clients with cutting-edge services that consistently exceed expectations. Founded in 2001, we take pride in our commitment to quality and customer satisfaction, which has resulted in impressive year-over-year revenue growth of 16% in contract size. We are excited to announce an opening for a Data Entry Operator who will be pivotal in supporting our operational efficiency. Our office culture is collaborative, inclusive, and dynamic, where every voice is heard and valued. We strongly believe in fostering creativity and innovation, alongside providing opportunities for professional development and growth. At The CDI Group, teamwork and transparency are the bedrock of our practices, creating an environment that not only encourages but also nurtures talent. If you are someone who thrives in a fast-paced environment and is passionate about contributing to a team that shapes the future, we invite you to apply and join us in our impactful journey. Together, we can continue to drive success and provide outstanding solutions for our clients while building a fulfilling career in a supportive setting.

Responsibilities:

- -Accurately input and update data into the company database.
- -Perform regular data reviews to ensure accuracy and completeness.
- -Maintain confidentiality and security of sensitive information.
- -Generate periodic reports based on data entries and client requests.
- -Coordinate with different departments to resolve data discrepancies.
- -Assist in the development of improved data entry processes and practices.
- Provide administrative support as needed

Requirements:

- -High school diploma or equivalent; additional qualifications in data entry or related field are a plus.
- -Proficiency in MS Office Suite (Word, Excel, Outlook) and data entry software.
- -Strong attention to detail and accuracy in data entry tasks.
- -Excellent organizational and time-management skills.
- -Ability to maintain confidentiality and handle sensitive information responsibly.
- -Strong communication skills, both verbal and written.
- Ability to work independently as well as part of a collaborative team.

Benefits:

1. Competitive Salary:

- Hourly Pay Rate: \$20.00 – \$25.00, based on experience and qualifications.

2. Health and Wellness:

- Comprehensive health, dental, and vision insurance plans.
- Employer-sponsored wellness programs, including gym memberships or fitness classes.
- Mental health support through an Employee Assistance Program (EAP).

Hiring organization

The CDI Group

Employment Type

Full-time

Job Location

Remote work from: United States; Canada; Great Britain

Base Salary

\$ 27 - \$ 47

Valid through

31.01.2025

Date posted

April 29, 2025

3. Flexible Work Environment:

- Options for remote work or hybrid schedules to promote work-life balance.
- Flexible hours to accommodate personal commitments.

4. Professional Development:

- Opportunities for training and skill development, including workshops and online courses.
- Tuition reimbursement for further education relevant to the role.

5. Paid Time Off (PTO):

- Generous vacation policy (15 days per year) plus 10 paid holidays.
- Sick leave and personal days to ensure employee well-being.

6. Retirement Benefits:

- 401(k) plan with company match to help employees save for their future.

7. Unique Perks:

- Employee recognition programs that celebrate achievements and milestones.
- Team-building events and company outings to foster camaraderie and a positive workplace culture.
- Access to exclusive employee discounts for various products and services.

8. Technology and Tools:

- Provision of up-to-date technology and software tools to enhance productivity.
- Ergonomic workstations to promote health and comfort during work hours.

9. Open Communication Culture:

- Regular feedback sessions and open-door policy with management to ensure employee voice and input.

If you're ready to embark on an exciting journey with a forward-thinking company, please submit your resume and cover letter today. Our team looks forward to reviewing your application and potentially welcoming you aboard as our newest Data Entry Operational.