

https://intscanada.com/job/data-entry/

????- Data Entry

Description

We are looking for a Data Entry Clerk to type information into our database from paper documents. The ideal candidate will be computer savvy and a fast typist with a keen eye for detail. You will report to a data manager or another senior data team member. Understanding of data confidentiality principles is compulsory.

Hiring organization
INTS Consulting [?]?[?]?[?]?

Date posted 2023 ? 7 ? 28 ?

Responsibilities

Type in data provided directly from customers

Create spreadsheets with large numbers of figures without mistakes

Verify data by comparing it to source documents

Update existing data

Retrieve data from the database or electronic files as requested

Perform regular backups to ensure data preservation

Sort and organize paperwork after entering data to ensure it is not lost

Requirements

High school degree or equivalent

Proven experience as data entry clerk

Fast typing skills; Knowledge of touch typing system is strongly preferred

Basic understanding of databases

Good command of English both oral and written and customer service skills

Great attention to detail

Job Types: Full-time, Part-time

Salary: \$22.00-\$28.00 per hour

Benefits:

Paid time off

Schedule:

Monday to Friday

Education:

• Secondary School (preferred)

Experience:

• Data entry: 1 year (preferred)

Work Location: In person