

Syncsas Technologies

<https://syncsas.com/job/data-entry-specialist/>

Data Entry Specialist

Description

We are looking for a detail-oriented Data Entry Specialist to update and maintain information on our company databases and computer systems. The ideal candidate will have excellent typing skills and a keen eye for accuracy. Previous experience with spreadsheets and online forms is a plus.

Responsibilities

- Entering and updating data in databases and computer systems.
- Reviewing data for errors or discrepancies.
- Performing regular backups to ensure data preservation.
- Compiling, verifying accuracy, and sorting information.
- Generating reports and storing completed work in designated locations.

Qualifications

- High school diploma or equivalent
- Proven data entry work experience
- Proficient in Microsoft Office and data programs

Job Benefits

- Health insurance
- Paid time off
- Flexible work schedule
- Remote work options available

Skills

- Fast typing skills with a focus on accuracy
- Knowledge of office software like MS Word, Excel
- Basic knowledge of databases and spreadsheets
- Strong organizational skills

Education

Graduation

Experience

1-2 years of data entry or administrative experience preferred.

Hiring organization

Syncsas Technologies Private Limited

Employment Type

Full-time

Beginning of employment

Immediate

Duration of employment

Permanent

Industry

IT

Job Location

Gate No 8, Jasola Vihar Main Rd, Pocket 1, Jasola, 110025, New Delhi, Delhi, India

Base Salary

₹ 120000 - ₹ 200000

Date posted

September 9, 2024