

Sutherland Job Alert – Highest Paying Jobs – New Job For Data Entry Clerk

Hiring organization
Sutherland

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

Date posted

March 22, 2024

Valid through

31.12.2024

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Base Salary

USD 14 - USD 23

Qualifications

Graduate, Post Graduate

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Employment Type

Full-time

Description

Sutherland Recruitment 2024

Sutherland is a leading global provider of customer experience (CX) and business process outsourcing (BPO) solutions. We partner with some of the world's biggest brands to deliver exceptional service to their customers.

We're looking for a detail-oriented and tech-savvy individual to join our growing team as a Data Entry Clerk! This remote position offers the flexibility to work from anywhere, while contributing to the success of a global organization.

Why Join Sutherland as a Data Entry Clerk?

- **Make a Difference:** Your accuracy and efficiency will play a vital role in keeping our client's data organized and up-to-date.
- **Remote Work:** Enjoy the flexibility of working from the comfort of your own home, with a schedule that fits your needs.
- **Growth Opportunities:** Sutherland is committed to investing in its employees. We offer career development programs and opportunities for advancement.
- **Positive Work Environment:** We foster a collaborative and supportive work culture where you can learn and grow.

Job Summary

In this role, you will be responsible for entering and maintaining accurate data in our company databases and systems. You will work with a variety of data sources, ensuring information is organized and readily accessible. This is a great opportunity for someone with a strong eye for detail and a knack for working independently.

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Sutherland Jobs Near Me

Key Responsibilities:

- Accurately enter and update data into various databases and systems.
- Proofread and edit data for consistency and accuracy.
- Identify and resolve any data discrepancies.
- Organize and categorize data according to established procedures.
- Follow company guidelines for data entry and security.
- May be required to learn and use new data entry software.
- Assist with generating reports or other data-driven tasks (may vary by department).

Required Skills and Qualifications:

- High school diploma or equivalent.
- Strong typing skills with a minimum speed of 40 WPM.
- Excellent attention to detail and accuracy.
- Ability to work independently and meet deadlines.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.

Experience:

- This role is open to both experienced and entry-level candidates.
- Prior data entry experience is a plus, but not required. We are happy to train the right candidate with the necessary skills and a strong work ethic.

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Why Join Sutherland?

- **Competitive Salary and Benefits:** We offer a competitive compensation package that includes health insurance, paid time off, and a 401(k) retirement plan.
- **Work-Life Balance:** We understand the importance of work-life balance and offer flexible work arrangements to help you achieve it.
- **Career Development:** Sutherland is committed to investing in its employees. We offer a variety of training and development programs to help

you grow your career.

- **Positive Work Environment:** We foster a collaborative and supportive work culture where you can learn and grow.
- **Global Company:** Be part of a growing and dynamic company with a global presence.

Application Process

If you are a detail-oriented individual with a strong work ethic, we encourage you to apply!

To apply, please submit your resume and cover letter online. In your cover letter, please tell us why you are interested in this role and what you can bring to Sutherland.

We look forward to hearing from you!

General Overview

This Data Entry Clerk position is a great opportunity for someone who is looking for a remote work opportunity with a chance to make a difference. If you are a detail-oriented individual with a strong work ethic and a desire to learn and grow, we encourage you to apply!

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Important Links

Find the Link in [Apply Now](#) Button

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