

Sutherland Jobs – Job Seeker – Data Entry Executive Job Alerts

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 21, 2024

Valid through

31.12.2024

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Base Salary

USD 16 - USD 20

Qualifications

Graduate

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Employment Type

Full-time

Description

Sutherland Recruitment 2024

Are you a detail-oriented individual with a knack for organization? Do you enjoy working independently and ensuring accuracy in all that you do? If so, then a career as a Data Entry Assistant at Sutherland could be the perfect opportunity for you!

Sutherland Jobs Near Me

Sutherland, a leading provider of work-at-home solutions, is searching for talented individuals to join our growing team. The best part? This remote position allows you to contribute to Sutherland's success from the comfort of your home office, regardless of location!

Summary

In this crucial role, you'll play a vital role in supporting our operations by ensuring the accuracy and efficiency of data entry tasks. You'll be responsible for inputting data from various sources into our systems, verifying information for accuracy, and maintaining clean and organized databases. Your strong attention to detail and ability to meet deadlines will be essential in keeping our information systems running smoothly.

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Key Responsibilities

- Enter data from various sources (e.g., paper forms, scanned documents, electronic files) into our internal systems accurately and efficiently.

- Verify the accuracy of entered data by cross-checking information and identifying any discrepancies.
- Research and resolve any data entry errors to ensure data integrity.
- Organize and maintain electronic databases according to established protocols.
- Classify and categorize data according to predefined criteria.
- Prepare reports and summaries based on the entered data (may vary depending on role).
- Follow established data entry procedures and quality control standards.
- Adhere to company data security policies and confidentiality protocols.

Required Skills and Qualifications

- High school diploma or equivalent.
- Strong attention to detail and a commitment to accuracy.
- Excellent typing skills and data entry proficiency.
- Ability to work independently and meet deadlines effectively.
- Basic computer literacy and proficiency in using various software programs (e.g., Microsoft Office Suite).
- Excellent organizational skills and the ability to prioritize tasks effectively.
- Strong communication and interpersonal skills (written and verbal preferred, but verbal communication may vary depending on role).

Experience

This role is a great fit for both individuals with experience in data entry or administrative support and recent graduates looking to launch their careers in a fast-paced and dynamic environment. Sutherland offers comprehensive training programs to ensure you have the skills and knowledge to succeed in this role.

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Why Join Sutherland

At Sutherland, you'll have the opportunity to be a part of a leading global company that provides innovative work-at-home solutions. You'll work in a supportive environment with a team of dedicated professionals. We offer competitive salaries and benefits packages, including health insurance, paid time off, and opportunities for professional development. As a Data Entry Assistant at Sutherland, you'll play a key role in ensuring the accuracy and efficiency of our data, which is vital to our continued success – all from the comfort of your own home office.

Benefits and Work Environment

Sutherland fosters a culture of inclusion, diversity, and respect. We offer a comprehensive benefits package that includes health insurance, dental and vision insurance, and paid time off. Plus, the remote work environment allows you the flexibility to work from the comfort of your home office and maintain a healthy work-life balance.

Application Process

To apply for this exciting opportunity, please submit your resume and cover letter online. In your cover letter, be sure to highlight your strong attention to detail, data entry skills, and ability to work independently.

Join Us and Build a Rewarding Career at Home!

At Sutherland, we value accuracy and efficiency. If you're a detail-oriented individual with a passion for organization, then we encourage you to apply!

In Conclusion

This role offers a unique opportunity to develop your data entry skills and contribute to the success of a leading global company. As a Data Entry Assistant at Sutherland, you'll play a vital role in ensuring the accuracy of our data foundation, working independently in a supportive remote environment. If you're ready to embark on a rewarding career with the flexibility of working from home, then we encourage you to apply today!

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