

Bottom Line Concepts.

DATA ENTRY CLERK

Flexible Hours Available

Pay: \$18.00 an hour

Bottom Line Concepts. is seeking a detail-oriented and organized Data Entry Clerk to join our team. The Data Entry Clerk will be responsible for accurately inputting and maintaining various types of data into our computer systems. This is a crucial role in ensuring the integrity and accuracy of our data records.

Responsibilities:

Data Entry:

- Enter and update data into computer systems, databases, or spreadsheets
- Verify accuracy and completeness of data entries
- Perform regular data backups to ensure data preservation
- Maintain confidentiality and security of all data records
- Organize and maintain physical and digital files
- Retrieve and transcribe information from source documents as needed
- Perform basic clerical duties such as photocopying, scanning, and filing

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