

Data Entry Clerk – Administrative Support & Database Management



tech-support@bbworkforce.com

Phone :

Web :

Job Summary

Vacancy : 8

Deadline : Jan 20, 2025

Published : Sep 13, 2025

Employment Status : Part Time

Experience :

Salary : \$13.50 - \$15.50/hour

Gender : Any

Career Level : Entry Level

Qualification : High School Diploma, Basic Computer Skills

Job Description

Enter data accurately into computer systems and databases
Verify and update existing records for accuracy
Scan and file documents in electronic filing systems
Maintain confidentiality of sensitive information
Generate reports and assist with administrative tasks

Education & Experience

High School Diploma required. Basic computer skills and typing proficiency mandatory. Previous data entry experience preferred. Accuracy and attention to detail essential.

Must Have

Typing speed 40+ WPM, attention to detail, reliability

Educational Requirements

High School Diploma, Basic Computer Skills

Compensation & Other Benefits

Contact our Recruiter