

## **Job Title: Data Entry Executive (Working from Home)**

**Location:** Working from Home (WFH)

**Employment Type:** Full-time/Part-time

3R Digital Solution is a dynamic and innovative company specializing in Digital Marketing Solutions. We are committed to excellence and are looking for a detail-oriented Data Entry Executive to join our team. If you have a passion for accuracy and efficiency, this could be the perfect opportunity for you.

### **Job Overview:**

As a Data Entry Executive, you will play a crucial role in maintaining our company's data accuracy and integrity. Your primary responsibility will be to enter, update, and manage various data sets, ensuring that our databases are current and error-free. This role is ideal for someone who is organised, has a keen eye for detail, and thrives in a fast-paced environment.

### **Key Responsibilities:**

- Accurately enter and update data into various systems and databases.
- Verify and correct data where necessary to maintain data integrity.
- Perform regular data audits and generate reports as required.
- Manage and organise electronic files and documents.
- Collaborate with other departments to ensure data consistency.
- Adhere to data confidentiality and security policies.
- Assist with any additional administrative tasks as needed.

### **Qualifications:**

- High school diploma or equivalent.
- Proven experience in data entry or a similar role.
- Proficiency in Microsoft Office Suite, especially Excel.
- Excellent typing speed and accuracy.
- Strong attention to detail and ability to spot errors quickly.
- Good organisational skills and the ability to manage multiple tasks simultaneously.
- Ability to work independently and as part of a team.
- Familiarity with data management software (e.g., CRM systems) is an advantage.

### **What We Offer:**

- Competitive salary, commission and benefits package.
- Opportunity to work in a growing and dynamic company.
- Professional development and career growth opportunities.
- A supportive and collaborative work environment.

### **How to Apply:**

If you are detail-oriented, passionate about data accuracy, and want to join a team that values your contributions, we'd love to hear from you! Please send your resume and a cover letter to "[3rdigitalsolutions@gmail.com](mailto:3rdigitalsolutions@gmail.com)" with the subject line "Data Entry Executive Application - [Your Name]."

**Application Deadline:** 21<sup>st</sup> October 2024

3R Digital Solution is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Contact Email for your application: [3rdigitalsolutions@gmail.com](mailto:3rdigitalsolutions@gmail.com)