

Data Entry Operator - Work From Home

About us:

We are a healthcare software company. Our team of 35 individuals works remotely. We believe in the power of technology in healthcare. We are involved in telehealth, online teaching & healthcare platform maintenance.

This is a remote or work-from-home (WFH) contract position.

Responsibilities

- Retrieve data from the electronic databases
- Transfer data between computer systems and database files using keyboards, data recorders or optical scanners
- Type in data
- Update spreadsheets with large numbers of figures without mistakes
- Verify data by comparing it to source documents
- Update existing data
- Perform regular backups to ensure data preservation
- Sort and organize paperwork after entering data to ensure it is not lost

Requirements and skills

- Fast typing skills
- Good knowledge of spreadsheets (Google Docs, Google Sheets)
- Basic understanding of websites and databases
- Good command of English, including written skills
- Excellent attention to detail
- A Levels

The ideal candidate will possess the following skills:

- Computer science diploma or certification
- Basic knowledge of front-end web development.

The Application Process

Please submit your application together with your 1) Curriculum Vitae and 2) salary expectations to hr@esperance.group