

Data Entry Representative

Data processing is an important, yet often an overlooked part of a business. Hiring a data processor with great attention to detail and time management skills will in turn, improve the efficiency of your business.

Common tasks the role might require:

- Entering customer and account data into a database
- Reviewing data for errors and performing corrections
- Administration duties
- Invoice management (receiving and processing)
- Lead quality control
- Data extraction for reporting.

Qualifications/requirements you might expect in candidates:

- 1-2 years experience in data management
- Computer literacy
- Specific software experience.



For more information, please visit our [website](#) or contact us today:

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