

# Bottom Line Concepts.

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erc.bottomlinesavings.com

**NEED A PART-  
TIME JOB?**

**WE ARE HIRING!!!**

## 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
- Assist with order entry and data collection tasks as required
- Provide administrative support to the team as needed

#### **Data Verification:**

Cross-check and validate data to ensure accuracy.  
Identify and correct errors in entered data.  
Maintain data quality standards by conducting routine audits.

#### **Documentation:**

Maintain organized and up-to-date records of all data entries.  
Assist in the development and maintenance of data management procedures.

#### **Communication:**

Collaborate with team members to address any data-related issues.  
Communicate effectively with other departments to gather necessary information.

#### **Confidentiality:**

Handle sensitive and confidential information with utmost discretion.  
Adhere to data protection policies and guidelines.

#### **Education and Experience Requirements:**

- \*High school diploma or equivalent
- \*Data entry experience or related office experience
- \*Some basic computer courses may be preferred by some employers

**Benefits:** Flexible schedule

**SEND YOUR RESUME NOW!**

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