

Work From Home

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Location **Georgia**
<https://www.genclassifieds.com/x-745451-z>

QR Code Link to This Post We are looking for someone to occupy the vacant position of a data entry clerk to work from home

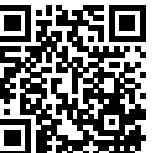
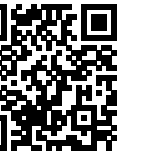
Responsibilities:

- Utilize a strong attention to detail to accurately input data
- Ability to research documents to check for guidelines/ compliance
- Data entry of bills, expenses and customer bill backs
- Update regulatory charts
- Update spreadsheet on coupon redemption
- Backup for office staff as needed (filing, mail, errands)

Abilities Required:

- Proficient in Microsoft Office programs (Outlook, Excel, Word)
- Highly organized and efficient
- Excellent communication skills in written format.
- Highly detail oriented
- Ability to navigate through Websites and familiarity with internet usage

Pay Rate: \$18/hr

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