



# Data Clerk/Specialist

Posted by Morten Jensen

**Posting Date :** 26-Aug-2025

**Closing Date :** 15-Sep-2025

**Location :** Highlands

**Salary :** \$\$21-\$25 Per Hour

## Job Requirements

- **Education:** High school, College or any equivalent
- **Language:** English/Bilingual
- **Years of Experience:** 1 year
- **Vacancy:** 5
- **Job Type:** Full Time
- **Job id:** ABOJ3688020

## Job Description:

We are seeking a detail-oriented and organized Remote Data Clerk to join our team. The Data Clerk will be responsible for entering, updating, and maintaining accurate records in our systems. This role is performed entirely online, requiring strong attention to detail, time management skills, and the ability to work independently.

## Key Responsibilities-

- Accurately enter, update, and verify data in company databases, spreadsheets, and systems.
- Review records for errors, inconsistencies, or missing information and make corrections as needed.
- Maintain confidentiality and security of all records and sensitive information.
- Generate basic reports and summaries from collected data.
- Respond to internal inquiries regarding data accuracy or record status.
- Organize, file, and maintain electronic documents for easy retrieval.
- Assist other departments with data entry tasks and administrative support as required.

### **Qualifications-**

- High school diploma or equivalent (post-secondary education in business/administration is an asset).
- Previous experience in data entry, clerical, or administrative work preferred.
- Strong typing and computer skills; proficiency with Microsoft Office (Excel, Word) or Google Workspace.
- Familiarity with database systems and cloud-based tools is an asset.
- Excellent attention to detail and accuracy.
- Strong organizational and time-management skills.
- Ability to work independently and meet deadlines in a remote environment.

### **Working Conditions-**

- Fully remote position; must have access to a reliable computer and stable internet connection.
- Flexible hours may be available, depending on workload and project deadlines.
- May involve repetitive tasks requiring accuracy and focus.

### **Compensation-**

- Hourly wage or salary commensurate with experience.
- Opportunities for growth into administrative or data management roles.

(To apply for this job vacancy, please send your resume to the following email: [gceintl@tuta.io](mailto:gceintl@tuta.io))

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [gceintl@tuta.io](mailto:gceintl@tuta.io)**

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