Anthem

Data Entry at AnthemInc

Job Location
United States
Remote work from: USA

Base Salary
USD 40 - USD 50

Employment Type
Full-time, Part-time

Description
About the Data Entry Operator position

We are looking for a skilled Data entry operator who will help us updating and maintaining information on corporate databases and computer systems, ensuring it is up-to-date and useable. Your duties will include collecting and entering data in databases and keeping accurate records of valuable company information.

You should have essential data entry skills, including fast typing with an eye for detail and good familiarity with spreadsheets and online forms. We also expect you to be able to work in a team.

Data Entry Operator responsibilities are:
• Perform input of customer and account data from source documents, in text based and numerical information form
• Organize information according to priorities to prepare source data for computer entry
• Perform research for finding further information if needed
• Review data for deficiencies or errors, correct any incompatibilities if possible and check output
• Use appropriate data solutions, techniques and procedures in order to optimize the data entry activities
• Prepare reports, store completed work in designated locations and perform backup operations
• Perform scanning and printing of documents
• Respond to queries for information and access relevant files
• Ensure the adherence to corporate policies of data integrity and security and keep the corporate information confidential
• Oversee the proper usage of office equipment and report any problems

Data Entry Operator requirements are:
• 2+ years' experience working on a Data Entry Operator or Office Clerk (http://www.link...) position
• Solid experience with administrative duties as well as office equipment usage
• Good practical experience with MS Office and data management software
• Excellent knowledge of correct spelling, grammar and punctuation
• Accuracy, high typing speed, and close attention to detail
• Strong organization skills, good responsibility, and confidentiality

Hiring organization
Anthem

Date posted
October 15, 2024

Valid through
31.05.2025

APPLY NOW
Apply Now

• High school diploma; additional computer training or certification will be a bonus

This offer from "Anthem, Inc." has been enriched by Jobgether.com and got a 72% flex score.