

Remote Data Entry Amazon Specialist – No Experience – Part-Time

Job Location

United States
Remote work from: USA

Base Salary

USD 40 - USD 50

Employment Type

Full-time, Part-time

Description

The Elite Job is seeking detail-oriented and self-motivated individuals to join our team as Remote Data Entry Amazon Specialists. This part-time position is ideal for those who are looking to kickstart their career in data entry and ecommerce. No prior experience is necessary as comprehensive training will be provided. The role involves managing and updating product listings on Amazon, ensuring accuracy and efficiency.

Key Responsibilities

- * Inputting, updating, and maintaining Amazon product listings.
 - * Ensuring all product information is accurate and up-to-date.
 - * Reviewing and verifying data for discrepancies or errors.
 - * Conducting regular audits to ensure data integrity.
 - * Collaborating with other team members to streamline processes.
 - * Following established procedures and guidelines for data entry.
 - * Reporting any issues or challenges to the supervisor promptly.
- #### Required Skills and Qualifications
- * High school diploma or equivalent.
 - * Proficient in Microsoft Office Suite, particularly Excel.
 - * Strong attention to detail and accuracy.
 - * Good organizational and time-management skills.
 - * Ability to work independently and meet deadlines.
 - * Basic understanding of ecommerce platforms is a plus.
 - * Excellent written and verbal communication skills.
- #### Experience
- * No prior experience required. Training will be provided.
 - * Any previous experience in data entry or ecommerce is a bonus but not mandatory.
- #### Working Hours
- * Part-time position with flexible working hours.
 - * Ability to work from home.
 - * Expected to commit to a minimum of 20 hours per week.
- #### Knowledge, Skills, and Abilities
- * Knowledge of Amazon Seller Central is advantageous but not essential.
 - * Ability to quickly learn and adapt to new software and technologies.
 - * Strong problem-solving skills and ability to handle multiple tasks.
 - * High degree of accuracy and attention to detail.
 - * Ability to maintain confidentiality with sensitive information.

Hiring organization

Amazon

Date posted

October 15, 2024

Valid through

31.05.2025

APPLY NOW

Apply Now

- Benefits
- * Competitive hourly rate.
- * Flexible working hours.
- * Work from the comfort of your home.
- * Comprehensive training provided.
- * Opportunities for career growth and advancement.
- * Supportive and collaborative team environment.
- Why Join