

Data Entry Specialist (Web Data Extraction)

Location: Remote (Work from Home)

Employment Type: Full-Time

Reports to: CEO

Job Summary:

We are looking for a meticulous and detail-oriented **Data Entry Specialist** to join our team. The primary responsibility of this role is to extract data from specified websites and accurately input it into our company's database. The ideal candidate is proficient in data entry, has experience working with web content, and is comfortable working in a fast-paced environment.

Key Responsibilities:

- **Data Extraction:** Retrieve, copy, and collect relevant data from multiple websites, ensuring accuracy and completeness.
- **Data Entry:** Enter the extracted data into the company's database or CRM system with high precision.
- **Data Verification:** Review the collected data for errors or inconsistencies, and verify the integrity of the information.
- **Data Management:** Organize and manage large volumes of data and ensure it is properly formatted and stored in the database.
- **Reporting:** Provide regular updates on data entry progress and issues encountered during the extraction process.
- **Maintain Confidentiality:** Handle sensitive company data responsibly and ensure compliance with data privacy policies.

Qualifications:

- High school diploma or equivalent; additional education or certifications in data management or a related field is a plus.
- Fluency in English (reading and spoken) is required.
- Previous experience in a data entry role is preferred.
- Proficiency in Microsoft Office Suite (especially Excel) and familiarity with data entry software and database systems.
- Strong attention to detail and ability to spot and correct errors in data.
- Good time management and organizational skills, with the ability to meet deadlines.
- Basic understanding of web navigation.
- Ability to work independently and as part of a team in a remote or office setting.

Working Conditions:

- May require extended periods of sitting and working at a computer.
- Flexible work hours
- Remote work – work from home