

## American Express Data Entry Work From Home Opportunities – \$/H

### Description

Job Title: Remote Data Entry Specialist

Salary: \$30 per hour

Company: American Express

Location: USA (Remote)

### Job Description

American Express is currently seeking motivated individuals to join our remote team for various positions in 2024. We are looking for talented individuals who are passionate about customer service and have a desire to work from the comfort of their own homes. If you are looking for a flexible work environment, competitive compensation, and the opportunity to grow professionally while maintaining work-life balance, this could be the perfect opportunity for you!

### Responsibilities:

- \* Accurately inputting and updating data into company databases and systems.
- \* Ensuring data integrity and confidentiality at all times.
- \* Performing regular quality checks to maintain high accuracy levels.
- \* Collaborating with team members to streamline data entry processes.
- \* Meeting deadlines and targets consistently.

### Duties:

- \* Inputting customer information, transactions, and other relevant data into designated systems.
- \* Verifying and correcting data discrepancies as needed.
- \* Organizing and maintaining electronic files and documents.
- \* Assisting in data cleanup and migration projects.
- \* Generating reports and summaries based on entered data.

### Requirements:

- \* Proven experience in data entry or related administrative roles.
- \* Proficiency in typing and data entry with high accuracy and speed.
- \* Strong attention to detail and ability to maintain focus during repetitive tasks.
- \* Excellent organizational and time management skills.
- \* Ability to work independently and within a team in a remote setting.
- \* Proficiency in using Microsoft Office Suite and other relevant software.
- \* Strong communication skills, both written and verbal.

### Benefits:

- \* Competitive hourly rate of \$30.
- \* Flexible remote work arrangement.
- \* Opportunity to work with a reputable company like American Express.
- \* Potential for career growth and development within the organization.
- \* Access to company benefits and resources for remote employees.
- \* Supportive team environment fostering collaboration and growth.

### Why Join:

- \* Join a globally recognized brand committed to providing exceptional service to its customers.
- \* Work from the comfort of your own home with flexible scheduling options.

### Hiring organization

American Express

### Employment Type

Full-time, Part-time

### Job Location

Remote work from: United States; Canada; Great Britain

### Base Salary

\$ 30 - \$ 40

### Valid through

31.01.2025

### Date posted

March 12, 2025

- \* Be part of a supportive team environment focused on professional growth and development.
- \* Make a meaningful impact by helping card members achieve their financial goals and enhance their experience with American Express.
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