

Customer Information Data Entry

Description

United Direct Insurance Services, Inc. is seeking a detail-oriented and highly organized individual to join our team as a Customer Information Data Entry specialist. In this role, you will play a crucial part in ensuring that all customer data is accurately captured, maintained, and secured in our systems. The ideal candidate will have a strong background in data entry and a keen eye for detail, allowing them to identify discrepancies and issues within customer information. You will work closely with various departments to verify customer details, update records, and assist with data integrity checks. This position is essential to our operations, supporting our mission of providing exceptional service to our clients. As part of our dedicated team, you will have the opportunity to grow your skills in a fast-paced environment while contributing significantly to the company's success. If you thrive in a meticulous role and have a passion for organization, we invite you to consider this fantastic opportunity to join United Direct Insurance Services, Inc. where your efforts directly impact our customer satisfaction and overall efficiency.

Responsibilities

- Enter and update customer information in the company database accurately and promptly.
- Review and verify customer data for completeness and correctness.
- Assist in resolving discrepancies within the customer information system.
- Collaborate with other departments to ensure seamless communication and understanding of customer needs.
- Conduct regular audits of the data to maintain accuracy and organization.
- Prepare reports related to customer data and communicate findings to management.
- Adhere to data privacy protocols and ensure the security of sensitive information.

Requirements

- High school diploma or equivalent; additional education in data management is a plus.
- Minimum of 2 years of experience in data entry or a similar role.
- Proficiency in data entry software and Microsoft Office Suite, particularly Excel.
- Strong attention to detail and ability to work independently.
- Excellent organizational skills with a focus on accuracy.
- Effective communication skills, both written and verbal.
- Ability to manage time efficiently and meet deadlines in a fast-paced environment.

Benefits

- Health Care Plan (Medical, Dental & Vision)
- Retirement Plan (401k, IRA)
- Life Insurance (Basic, Voluntary & AD&D)
- Paid Time Off (Vacation, Sick & Public Holidays)

Hiring organization

United Direct Insurance Services, Inc

Employment Type

Full-time

Job Location

Remote work from: United States

Base Salary

\$ 24 - \$ 40

Valid through

31.01.2025

Date posted

March 12, 2025