

Remote Work Available-Part-Time [Data Entry Jobs] at Delta

Description

Job Summary

- ***Job Type:**** Part-Time
- ***Salary:**** \$15 – \$20 per hour
- ***Working Hours:**** Under 4 hours per day
- ***Company:**** Delta Airlines
- ***Location:**** Remote (Available in Georgia)
- ***Benefits:**** Health & Dental Insurance, Paid Training, Paid Vacations, Retirement Plans, Employee Discounts

Description

Delta Airlines is seeking meticulous and detail-oriented individuals for our part-time Data Entry positions. As a part of our dedicated team, you will play a crucial role in ensuring the accuracy and efficiency of our data management processes. This remote opportunity is perfect for those who are organized, efficient, and comfortable working independently from home.

As a Data Entry Clerk, you will be responsible for inputting, updating, and maintaining various types of data within our systems. You will ensure that our records are accurate and up-to-date, which is vital for our operational success. This role offers a flexible schedule with less than 4 hours of work per day, providing a great balance for those seeking part-time employment.

Requirements

1. High school diploma or equivalent.
2. Excellent typing speed and accuracy.
3. Proficiency with Microsoft Office Suite (especially Excel and Word).
4. Reliable internet connection and a quiet workspace.
5. Strong attention to detail and organizational skills.
6. Ability to work independently and manage time effectively.
7. Previous data entry experience is a plus but not mandatory.

Responsibilities

1. Accurately enter data into company databases and spreadsheets.
2. Verify the accuracy of data by comparing it to source documents.
3. Update and maintain data systems to ensure they are current.

Hiring organization

Delta part time jobs

Employment Type

Part-time

Job Location

Remote work from: United States; Canada; Great Britain

Base Salary

\$ 27 - \$ 40

Valid through

31.01.2025

Date posted

March 12, 2025

4. Organize and prioritize data entry tasks to meet deadlines.
5. Communicate any discrepancies or issues found during data entry.
6. Perform regular backups to ensure data preservation.
7. Assist in generating reports and summaries from the data as required.

Benefits

- Competitive hourly wage ranging from \$15 to \$20 per hour.
- Comprehensive health and dental insurance plans.
- Paid training to ensure you are fully prepared for your role.
- Paid vacations to allow you time to relax and recharge.
- Retirement plans to help you plan for your future.
- Discounts on Delta Airlines flights and other employee perks.

Educational Qualifications

- High School Diploma or equivalent is required.
- Additional certification in Data Entry or related fields is an advantage but not mandatory.

Experience

- Previous experience in data entry or a related field is preferred but not required. We provide paid training to all new employees.

Company Overview

Delta Airlines is one of the world's major airlines, renowned for our commitment to providing exceptional service and ensuring the safety and comfort of our passengers. Our team is dedicated to innovation and excellence, and we strive to create an inclusive and supportive work environment for our employees. As part of the Delta family, you will enjoy the benefits and opportunities that come with working for a leading global airline. Join us in our mission to connect people and cultures around the world while enjoying the flexibility and support that comes with a part-time, remote position.

If you are detail-oriented, self-motivated, and eager to join a dynamic team, we invite you to apply for the Part-Time Data Entry position at Delta Airlines today.

Apply For This Job