



Dynacraft, A PACCAR Company

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ABOUT US

Dynacraft, a PACCAR Company, is headquartered in McKinney, TX, a suburb of Dallas. Dynacraft is a diversified global manufacturer of PACCAR medium- and heavy-duty truck parts sold under Kenworth, Peterbilt, and DAF nameplates. For fifty years Dynacraft has provided the company's truck divisions and PACCAR Parts division with high quality components, subassemblies, and specialized services. Dynacraft has production facilities in Algona, WA, Louisville, KY, and McKinney, TX.

JOB DESCRIPTION

We are seeking a meticulous and detail-oriented Remote Data Entry Administrator to join our team. In this role, you will be responsible for accurately entering and updating data into our systems, ensuring data integrity, and maintaining efficient record-keeping practices.

TO APPLY, SEND YOUR RESUME TO:

recruiter@ubeautycsr.pro

Position: Remote Data Entry Administrator

Working Hours: 10-40 hours weekly.

Salary: \$26.66/hr

Key Responsibilities:

- Accurately input and update data in various databases and systems.
- Verify data accuracy and make necessary corrections.
- Maintain and organize electronic files and records.
- Ensure timely and efficient data entry to meet deadlines.
- Collaborate with team members to resolve data discrepancies.
- Follow data entry protocols and guidelines to maintain data integrity.
- Provide regular reports on data entry activities and progress.
- Assist with additional administrative tasks as needed.

Qualifications:

- High school diploma or equivalent; additional certification in data entry or related field is a plus.
- Proven experience in data entry or administrative roles.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and data entry software.
- Strong attention to detail and accuracy.
- Excellent organizational and time management skills.
- Ability to work independently with minimal supervision.
- Strong communication skills, both written and verbal.
- Reliable internet connection and a suitable remote work environment.

Benefits:

- Competitive salary
- Flexible working hours
- Opportunities for professional growth and development
- Remote work with a supportive and collaborative team environment

If you are a dedicated professional with a keen eye for detail and a passion for data accuracy, we encourage you to apply for this exciting opportunity.