

Data Entry Associate
Retail Lease Trac – Dawsonville, GA

Job description

Training provided, no experience necessary.

*Responsibilities include: Data Entry consisting of keeping our online database updated. Microsoft Word/Excel & Google Docs/Sheets.

*Must be a self-starter with initiative, attention to detail, accuracy.

*A strong work ethic, the ability to work independently or as a team

*Must have excellent verbal and written communication skills. Calling and emailing our clients to get updated information is part of this job.

Benefits include: 401K, Company Profit Sharing, Paid Time Off (Vacation/Sick/Holidays), Life Insurance, Company Paid Health Insurance, etc.

Job Type: Full-time

Schedule:

8 hour shift
Monday to Friday
No weekends

Experience:

Microsoft Excel: 1 year (Preferred)

Ability to Commute:

Dawsonville, GA (Preferred)

Ability to Relocate:

Dawsonville, GA: Relocate before starting work (Preferred)

Work Location: In person