



<https://jobs.scribence.com/job/data-entry-operator/>

Data Entry Operator

Description

We are seeking a meticulous and highly organized **Data Entry Operator** to join our growing team in Chicago. In this role, you will be responsible for entering, updating, and maintaining accurate records across our company databases. The ideal candidate has exceptional attention to detail, strong typing speed, and a commitment to data accuracy and confidentiality.

Responsibilities

- **Data Input & Maintenance:** Accurately enter, update, and verify daily data entries into digital databases and management systems.
- **Quality Assurance:** Review source documents for accuracy, identify discrepancies, and resolve data errors promptly.
- **File Management:** Maintain organized digital and physical record-keeping systems for quick retrieval.
- **Data Verification:** Cross-check information against primary sources to ensure complete data integrity.
- **Reporting:** Assist in generating routine reports and summarizing data for team lead review.
- **Confidentiality:** Maintain strict privacy and security standards for all sensitive company and client information.

Qualifications

- **Education:** High School Diploma or equivalent (Associate's or Bachelor's degree is a plus).
- **Technical Skills:**
 - Proficient typing speed (minimum 50+ WPM with high accuracy).
 - Strong working knowledge of Microsoft Office Suite (Excel, Word) and Google Workspace.
 - Familiarity with database software and data management systems.
- **Soft Skills:**
 - Exceptional attention to detail and accuracy.
 - Strong time-management skills and ability to meet deadlines.
 - Good written and verbal communication skills.

Job Benefits

- **Competitive Compensation:** Attractive hourly rate or salary package based on experience.
- **Health & Wellness:** Comprehensive medical, dental, and vision coverage options.
- **Paid Time Off:** Generous paid vacation days, personal leaves, and company holidays.
- **Career Development:** Opportunities for skill building and internal career advancement.
- **Work Culture:** Collaborative, supportive, and professional team environment.

Hiring organization

Scribence

Employment Type

Full-time

Industry

Health

Job Location

17700 SE 272nd St, 98042, Covington, WA, United States

Working Hours

8

Base Salary

\$ 25 - \$ 30

Date posted

August 2, 2026

Valid through

25.08.2026

APPLY NOW

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Contacts

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