

Data Entry Analyst - Part Time

About SYBR: SYBR is a fast-growing SaaS company specializing in transportation management solutions. We are dedicated to exceptional customer service, ensuring our clients maximize the benefits of our platform to meet their business needs.

Job Overview: We're looking for a detail-oriented Data Entry Analyst to join our team. In this role, you'll be responsible for accurately entering, updating, and managing data within our systems, ensuring data integrity and supporting our operational needs.

Key Responsibilities:

- **Data Entry & Management:**
 - Accurately input and update data across various platforms.
 - Verify data accuracy and correct discrepancies.
 - Organize and maintain digital records and files.
 - Manage large volumes of data with attention to detail.
- **Data Quality Assurance:**
 - Perform regular audits to ensure data accuracy and consistency.
 - Identify and report data issues, suggesting improvements.
 - Collaborate with other teams to ensure data standards are met.
- **Reporting & Analysis:**
 - Generate reports based on data entry tasks.
 - Assist in basic data analysis to support business decisions.
 - Provide insights and recommendations based on data findings.
- **Qualifications:**
 - Previous experience in data entry or a related role.
 - Strong attention to detail and accuracy.
 - Proficiency in data management tools and software.
 - Basic analytical skills and ability to work with large datasets.
 - Good communication skills and the ability to work independently.
 - Technical aptitude and willingness to learn about our platform.
- **Benefits:**
 - Flexible work hours and remote options.
 - Competitive wage.
 - Professional development and career growth opportunities.
 - Opportunity for a full-time position upon successful completion of a probationary period.

Location:

Hiring in **HANOVER, PA**

Wage:

Based on experience and demonstrated abilities.