



**Emurasoft, Inc** is a computer software development service that offers web design and the sale of computer software text editing software. We are small but mighty software development company located in Redmond, Washington, U.S.A. We continue to support and improve the EmEditor text editor as one of our primary products.

We usually reply to e-mails requiring a response within one business day. A portion of our revenue is committed to organizations that help to maintain and protect the environment.

Emurasoft, Inc. is a BBB Accredited Business

<http://www.emeditor.com/>

### **Data Entry Associate**

We are seeking a Data Entry Associate to input information from paper documents into our database. The preferred candidate will possess strong computer skills and demonstrate rapid typing abilities, along with a meticulous attention to detail. You will be accountable to a data manager or a senior member of the data team. A solid understanding of data confidentiality principles is essential. The organization will depend on your ability to maintain accurate and up-to-date data that is readily accessible via a digital database. The selected candidate will receive training on the use of our customized company software and web tools to ensure optimal efficiency.

### **Duties:**

- Convert information from physical documents into digital files or database systems utilizing keyboards and scanners.
- Input data directly from hard copies.
- Develop spreadsheets containing extensive numerical data with accuracy.
- Validate data by cross-referencing it with original source documents.
- Revise and refresh existing data entries.
- Extract data from databases or electronic files as needed.
- Conduct routine backups to guarantee data security.
- Categorize and arrange paperwork post-data entry to prevent loss.

**Qualifications:**

- A high school diploma or its equivalent is necessary.
- Prior experience is not mandatory.
- Proficient typing abilities; familiarity with the touch typing method is essential.
- Strong proficiency in word processing software and spreadsheet applications (such as MS Office Word and Excel).
- Basic understanding of computer hardware and peripheral devices is required.
- Fundamental knowledge of databases is preferred.
- Proficient command of the English language, both spoken and written, along with a keen attention to detail.
- Must be a resident of the United States or possess a valid work permit.

**Compensation:** \$30 per hour

**Benefits:**

- Paid training
- \$500 (Full-time), Retention Bonus paid after 90 days of satisfactory performance
- Medical, dental, and vision benefits will be effective on the first day of employment.
- 401K match
- Paid vacation
- Equipment provided

**Available Hours:**

Spare-Time: 5-15 hours per week

Part-Time Commitment: 25 hours per week

Full-Time Commitment: 40 hours per week

There is no predetermined timetable like the traditional "9 to 5"; you have the flexibility to begin and conclude your work at any time, provided that you fulfill your required weekly hours.

**\*\*This remote opportunity is exclusively for residents of the United States.\*\***

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