



Job Title: Data Entry
Reporting to: BBVA Account Manager

As a Data Entry specialist at BBVA, you will play a crucial role in ensuring the smooth flow of information by accurately entering data into our systems. This role requires attention to detail, efficiency, and the ability to manage multiple data-related tasks. Working remotely, your focus will be on organizing, updating, and verifying data to maintain data integrity across various platforms and systems.

Expectations:

- Accurately enter and update data in databases, spreadsheets, and other systems.
- Ensure the consistency and accuracy of data across all platforms.
- Maintain data security and confidentiality.
- Respond to data-related queries and ensure timely completion of tasks.

Duties and Responsibilities:

- Input and maintain accurate data in spreadsheets, databases, and CRM systems.
- Verify and review data for discrepancies, ensuring high levels of accuracy.
- Organize and categorize data to ensure easy access and retrieval.
- Perform regular updates and audits of data to keep it current and accurate.
- Prepare reports and data summaries as needed by other departments.
- Collaborate with team members to streamline data entry processes and improve efficiency.
- Assist in converting and importing data from external sources or platforms.

☎ 215-346-6211

✉ admin@beyondbizva.com

📍 Pennsylvania, USA



BEYOND BUSINESS
VIRTUAL ASSISTANTS

Deliverables:

- Timely and accurate data entry with minimal errors.
- Efficient handling of large volumes of data with consistency.
- Regular reports and summaries based on accurate data.

Communications/Interactions with BBVA and the Client:

- VA Manager (VA Admin Lead) – daily for updates and task progress.
- VA Team – daily for collaboration and data management.
- Clients – as needed, for data verification and assistance.

Knowledge/Skills:

- Proven experience in data entry or a similar administrative role.
- Strong attention to detail and accuracy.
- Ability to manage large amounts of information with precision.
- Proficiency in Microsoft Office suite, especially Excel, and data entry software.
- Basic knowledge of CRM systems and data management tools.
- Excellent organizational and time-management skills.
- Ability to work independently and meet deadlines with minimal supervision.