



<https://jobsleworld.com/job/data-entry-clerk/>

Data Entry Clerk

Job Location

Office 1803, Al Mas Tower, Jumeirah Lakes Towers (JLT), 45001, Dubai, Dubai, United Arab Emirates

Remote work from: UAE

Base Salary

USD 950 - USD 1350

Qualifications

High School Diploma or Equivalent (12th Pass)

Employment Type

Full time
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Experience

1+ Years of Clerical or Data Handling Experience

Skills

Exceptional typing speed and accuracy, proficiency in MS Office (Excel, Word), strong attention to detail, time management, commitment to data confidentiality, basic knowledge of database systems, and effective verbal and written communication in English.

Responsibilities

Accurately input and update data into company databases, perform regular data validation and verification checks, maintain an organised filing system for digital records, generate reports and summaries as required, and support administrative tasks to ensure smooth office operations.

Description

Espatt UAE Services is seeking a highly motivated and detail-oriented **Data Entry Clerk** to join our administrative team in the vibrant hub of Dubai, United Arab Emirates. This is a crucial role within our organisation, focused on maintaining the integrity and accuracy of our essential business data.

We are specifically targeting candidates who are either **lower-level professionals or possess some foundational experience** in a similar administrative or clerical function. Your daily work will involve a fast-paced environment where precision and efficiency are paramount. You will be responsible for a high volume of data input, requiring excellent concentration and a methodical approach to identifying and resolving discrepancies.

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Espatt UAE Services

Date posted

November 1, 2025

Valid through

17.10.2026

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The role of a Data Entry Clerk at Espatt UAE Services is far more than simple typing; it is about acting as a **guardian of our company's information assets**. You will be an integral part of the operations, assisting various departments by ensuring they have reliable, up-to-date information for critical decision-making. You will primarily use Microsoft Office Suite and our internal database system, so a strong working knowledge of these tools is a necessity.

We offer a competitive base salary package in line with industry standards in the United Arab Emirates. This opportunity is an excellent stepping stone for individuals looking to build a stable and progressive career in a globally connected city like Dubai. We value employees who demonstrate **reliability, integrity, and a proactive attitude** towards their work and personal development.

?? Important Note Regarding International Applicants and Visa Processing

We warmly welcome applications from all eligible candidates, including those currently residing outside the United Arab Emirates. However, it is **critically important to understand and acknowledge our policy on visa and immigration support**.

Espatt UAE Services does not process or promise to provide any type of visa, including a work visa, job visa, or any program for a free or on-arrival visa.

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