

WORK VAPOR

Job Link: <https://workvapor.com/jobs/data-entry-and-crm-specialist/>

HIRING ORGANIZATION

Buena Vista Business Consulting

EMPLOYMENT TYPE

Full-time

JOB LOCATION

United States

? Remote work from: United States

DATE POSTED

? 03/13/2026

DATA ENTRY AND CRM SPECIALIST

BASE SALARY

USD 16 - USD 17

DESCRIPTION

Company: Buena Vista Business Consulting

Position: Data and Marketing Assistant

Industry: Business Consulting / Business Services

Location: Buford, GA 30518, United States (Hybrid Work)

Employment Type: Full-time

Salary: From \$16 / Hour

Email: etticeo@gmail.com

Customer Support & Client Communication:

- Handle inbound customer inquiries and provide service information
- Assist potential clients and convert leads into active customers
- Maintain positive relationships with clients through clear communication
- Support day-to-day customer service activities

Data Entry & Database Management:

- Enter and update business data accurately in QuickBooks
- Maintain and organize CRM records and customer databases
- Ensure all records remain updated and error-free
- Assist with administrative back-office data tasks

Marketing Support Tasks:

- Help manage lead information and marketing data
- Support business development activities for the office
- Track and update customer engagement information
- Assist in maintaining organized marketing and client records

Bilingual Client Assistance:

- Communicate with clients in both Spanish and English
- Serve as a contact point for Spanish-speaking customers
- Support bilingual communication across the team and clients

Required Skills & Qualities:

- Bilingual communication skills (Spanish and English)
- Strong attention to detail and data accuracy
- Basic knowledge of QuickBooks and CRM systems preferred
- Customer service and communication skills
- Organized, proactive, and motivated to grow professionally

Work Schedule:

- Full-time position
- Approximately 40 hours per week
- Hybrid work environment in Buford, Georgia

Employee Benefits:

- Flexible working schedule
- Opportunity to grow within the organization

How to Apply:

Send your resume and a brief cover letter to etticeo@gmail.com with the subject line **“Bilingual Marketing & Data Application.”**

