



<https://usaremotejob.pro/job/data-entry-administrative-assistant/>

Data Entry Administrative Assistant

Description

Role Summary

We are looking for a disciplined and organized Data Entry Administrative Assistant to support our operations on a part-time basis. This role is 100% remote and serves as a vital bridge between our data management and administrative functions. The ideal candidate is someone who is highly self-motivated, excels at multitasking, and can maintain a high level of accuracy while working independently.

Key Responsibilities

- Managing and updating digital records within our CRM and proprietary databases.
- Cross-referencing documents to ensure data consistency and correcting any discrepancies.
- Sorting, labeling, and uploading electronic files to cloud storage systems.
- Assisting with basic administrative tasks, such as scheduling or email correspondence, as needed.
- Generating weekly reports on data entry progress and system health.

Required Skills and Experience

- Proven experience in an administrative or data-focused role.
- Excellent proficiency in Microsoft Office Suite and Google Workspace.
- High-speed typing skills with a focus on precision over speed.
- Strong written communication skills and professional email etiquette.
- Ability to commit to a consistent part-time schedule (20 hours per week).

Employment Details

- Compensation: \$20.00 – \$25.00 per hour.
- Schedule: Flexible part-time hours.
- Location: Fully Remote (US-based).
- Training: Comprehensive remote onboarding provided.

Hiring organization

Remote Data Entry

Employment Type

Full-time

Job Location

Remote work from: United States; Canada; Australia; United Kingdom; New Zealand; Ireland; Scotland; Sweden; Belgium; Spain; Czech Republic; Brazil; France; India; South Africa; Denmark; Germany; Philippines; Mexico; India; Indonesia; Alabama, USA; Alaska, USA; Arizona, USA; Arkansas, USA; California, USA; Colorado, USA; Connecticut, USA; Delaware, USA; Florida, USA; Georgia, USA; Hawaii, USA; Idaho, USA; Illinois, USA; Indiana, USA; Iowa, USA; Kansas, USA; Kentucky, USA; Louisiana, USA; Maine, USA; Maryland, USA; Massachusetts, USA; Michigan, USA; Minnesota, USA; Mississippi, USA; Missouri, USA; Montana, USA; Nebraska, USA; Nevada, USA; New Hampshire, USA; New Jersey, USA; New Mexico, USA; New York, USA; North Carolina, USA; North Dakota, USA; Ohio, USA; Oklahoma, USA; Oregon, USA; Pennsylvania, USA; Rhode Island, USA; South Carolina, USA; South Dakota, USA; Tennessee, USA; Texas, USA; Utah, USA; Vermont, USA; Virginia, USA; Washington, USA; West Virginia, USA; Wisconsin, USA; Wyoming, USA

Working Hours

8

Base Salary

USD 20 - USD 30

Date posted

April 3, 2026

Valid through

30.12.2026