



<https://usaremotejob.pro/job/data-entry-clerk-remote-part-time/>

Data Entry Clerk (Remote – Part-Time)

Description

Company: Southwest Airlines

Position: Remote Data Entry Clerk

Job Type: Part-Time (Flexible Schedule)

Location: Work From Home (U.S.-based applicants preferred)

Compensation: Competitive hourly pay (up to \$28/hour based on experience and qualifications)

About the Role

Southwest Airlines is seeking detail-oriented and dependable individuals to join our team as Remote Data Entry Clerks. This part-time opportunity is ideal for candidates looking for flexible scheduling while contributing to accurate data management and administrative support functions.

In this role, you will help maintain the accuracy, organization, and integrity of company data systems. Training and onboarding support will be provided to ensure success in the position.

Key Responsibilities

1. Data Entry & Accuracy

- Enter, update, and maintain information within internal databases and systems
- Verify data accuracy and ensure completeness of records
- Identify and correct discrepancies in a timely manner

2. Record Management

- Organize and maintain digital files in accordance with company procedures
- Ensure proper documentation and secure storage of records

3. Reporting & Updates

- Generate basic reports from entered data as requested
- Provide status updates on assigned tasks to supervisors

4. Team Communication

- Collaborate with team members to resolve inconsistencies
- Respond professionally to internal data-related inquiries

5. Confidentiality & Compliance

- Handle sensitive company information responsibly
- Follow all data protection policies and company guidelines

Hiring organization

Southwest Airlines

Employment Type

Full-time

Job Location

Remote work from: US

Working Hours

8

Base Salary

USD 28 - USD 32

Date posted

April 3, 2026

Valid through

30.12.2026

Qualifications

Basic Requirements

- High school diploma or equivalent
- Strong attention to detail and accuracy
- Basic proficiency in Microsoft Office or Google Workspace
- Reliable high-speed internet connection
- Ability to work independently and manage time effectively

Preferred Qualifications

- Prior experience in data entry or administrative support (helpful but not required)
- Strong organizational and multitasking skills
- Clear written and verbal communication abilities
- Self-motivated with a strong sense of accountability

Compensation & Benefits

- Competitive hourly pay (up to \$28/hour depending on experience)
- Flexible part-time scheduling
- Paid onboarding and training
- Opportunities for internal growth and development
- Supportive and inclusive team culture

Who Should Apply?

This position is well-suited for individuals who:

- Value flexible, work-from-home opportunities
- Demonstrate accuracy and strong attention to detail
- Are comfortable working independently in a remote setting
- Seek entry-level experience in administrative or data-focused roles

Equal Opportunity Statement

Southwest Airlines is proud to be an Equal Opportunity Employer. We are committed to fostering an inclusive workplace and welcome applicants from diverse backgrounds.