



<https://usaremotejob.pro/job/data-entry-virtual-office-assistant-remote/>

Data Entry Virtual Office Assistant (Remote)

Description

Data Entry Virtual Office Assistant (Remote)

Job Type: Full-Time / Part-Time

Location: Remote (Work From Home)

Category: Data Entry / Virtual Assistant / Administration

Salary: Competitive – Based on Skills & Experience

Job Overview:

We are looking for a **Data Entry Virtual Office Assistant** to join our remote team. The ideal candidate will be responsible for entering, organizing, and managing data, as well as performing light administrative tasks. This is a **remote position** that offers flexibility and the opportunity to work from anywhere while supporting business operations efficiently.

Key Responsibilities:

- Enter, update, and maintain data in online databases, spreadsheets, and systems.
- Manage and organize digital files and administrative documents.
- Handle basic office tasks such as email management, scheduling, and data organization.
- Review and verify information for accuracy and completeness.
- Prepare and compile reports or data summaries as required.
- Provide virtual support to teams and management as needed.
- Maintain strict confidentiality of company data and client information.

Required Skills & Qualifications:

- Excellent attention to detail and high level of accuracy.
- Strong organizational and multitasking skills.
- Good written and verbal communication skills in English.
- Proficiency in **Microsoft Office (Excel, Word)** or **Google Workspace (Sheets, Docs, Drive)**.
- Ability to work independently with minimal supervision.
- Reliable internet connection and personal computer/laptop.
- Prior experience in data entry, administrative support, or as a virtual assistant is a plus (training available for beginners).

Benefits:

- 100% remote – work from home anywhere.
- Flexible work hours (perfect for students or freelancers).
- Paid training and opportunities for skill development.
- Supportive and friendly virtual team environment.
- Performance-based incentives and career growth potential.

Hiring organization

USA Remote Jobs

Employment Type

Full-time, Part-time

Job Location

Remote work from: United States

Working Hours

7

Base Salary

USD 20 - USD 30

Date posted

April 3, 2026

Valid through

29.12.2026

Work Schedule:

- Flexible hours (Full-Time or Part-Time).
- Choose your own working time based on availability and deadlines.

How to Apply:

If you're organized, detail-oriented, and looking for a **remote data entry assistant job**, apply today!

Submit your **updated resume** and a short message about your skills and availability.

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