



<https://usarematejob.pro/job/entry-level-data-entry-specialist/>

## Entry-Level Data Entry Specialist

### Description

### Position Overview

We are seeking a detail-oriented and disciplined Data Entry Specialist to join our growing remote team. This is an entry-level position designed for individuals who thrive in a fast-paced environment and possess a high degree of accuracy. The successful candidate will be responsible for maintaining the integrity of our digital databases by migrating, updating, and verifying critical organizational information.

### Primary Responsibilities

- Inputting alpha-numeric data from source documents into our internal management systems.
- Reviewing data for errors or deficiencies and resolving discrepancies by using standard procedures.
- Assisting in the digitizing of physical records and organizing cloud-based filing systems.
- Maintaining strict confidentiality regarding all sensitive company and client information.
- Collaborating with team leads to meet weekly processing quotas and quality benchmarks.

### Qualifications

- High school diploma or equivalent.
- Strong proficiency in English (written and verbal).
- Exceptional typing speed and accuracy (minimum 45 WPM preferred).
- Basic knowledge of Microsoft Excel and Google Sheets.
- A reliable high-speed internet connection and a dedicated workspace.

### Compensation and Benefits

- Starting Pay: \$18.00 – \$22.00 per hour.
- 100% Remote Work: No office commute required.
- Flexible Scheduling: Core hours available across multiple time zones.
- Career Pathing: Opportunities to move into Data Analysis or Project Management roles.

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### Hiring organization

usarematejob.pro

### Employment Type

Full-time

### Job Location

Remote work from: United States

### Working Hours

8

### Base Salary

USD 20 - USD 30

### Date posted

April 3, 2026

### Valid through

29.12.2026