



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

(Entry-Level, Part-Time, Remote) Online Data Entry Clerk

Description

We are looking for a highly disciplined Online Data Entry Clerk to join our remote support team on a part-time basis. This entry-level role is designed for individuals who possess a strong attention to detail and are looking to contribute to a high-functioning digital operations environment. The successful candidate will be responsible for ensuring the accuracy and integrity of our organizational data through systematic entry and verification.

Core Responsibilities

- Inputting alphanumeric data from digital source documents into our internal management systems.
- Cross-referencing database records to identify and correct inconsistencies or duplicate entries.
- Maintaining digital filing systems and ensuring all cloud-based documentation is properly categorized.
- Reporting daily progress to the project supervisor and meeting established data processing quotas.
- Adhering to all company policies regarding data security and the handling of confidential information.

Minimum Qualifications

- High school diploma or equivalent (previous administrative experience is a plus but not required).
- Demonstrated proficiency in Microsoft Excel and Google Workspace.
- Minimum typing speed of 40–50 WPM with a high degree of accuracy.
- Ability to work independently and manage time effectively in a remote setting.
- A reliable computer and high-speed internet connection.

Employment Terms

- Compensation: \$17.00 – \$22.00 per hour.
- Schedule: Flexible Part-Time (approx. 20 hours per week).

Hiring organization

Stellar Data Services

Employment Type

Full-time

Job Location

Remote work from: United States

Base Salary

USD 20 - USD 30

Date posted

April 3, 2026

Valid through

22.12.2026

- Location: 100% Remote / Work from Home.
- Training: Virtual onboarding and software training provided.