



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

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

### Description

We are looking for a focused and reliable Online Data Entry Clerk to join our administrative team on a part-time basis. This entry-level role is 100% remote and is designed for individuals who possess a strong work ethic and an eye for detail. The successful candidate will be responsible for the accurate input, management, and verification of digital information within our secure databases.

### Primary Responsibilities

- Transcribing data from various digital formats into centralized management systems.
- Identifying and correcting data discrepancies to ensure the integrity of our records.
- Assisting with the categorization and organization of cloud-based documentation.
- Collaborating with the operations team to ensure that daily and weekly data milestones are achieved.
- Adhering to strict privacy guidelines to protect sensitive company and client information.

### Candidate Requirements

- High school diploma or equivalent (Bachelor's degree or current students encouraged to apply).
- Strong typing skills with a high degree of precision.
- Proficiency with common office software, specifically Google Sheets and Microsoft Excel.
- The ability to manage time effectively in a work-from-home environment.
- Strong written communication skills and a professional attitude.

### Employment Terms

- Compensation: \$17.50 – \$21.00 per hour.
- Schedule: Flexible Part-Time (approx. 15–20 hours per week).
- Location: 100% Remote / Work from Home.
- Onboarding: Full remote training and technical orientation provided.

[Apply](#)

### Hiring organization

Altos Data Systems

### Employment Type

Part-time

### Job Location

Remote work from: United States

### Base Salary

USD 20 - USD 30

### Date posted

April 3, 2026

### Valid through

29.12.2026