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

Description

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

Organization: Global Data Solutions Inc.

Job Type: Part-Time

Location: Remote (Work From Home)

Category: Data Entry / Administration / Online Jobs

Salary: Competitive – Based on Skills & Experience

About Global Data Solutions Inc.:

Global Data Solutions Inc. is a dynamic company providing high-quality data management and digital solutions for clients worldwide. We specialize in offering flexible remote opportunities to talented individuals, helping them develop professional skills while contributing to meaningful projects. Our mission is to create a supportive online work environment that promotes growth, efficiency, and career development.

Job Overview:

We are looking for an **Online Data Entry Clerk (Entry Level, Remote Part-Time)** to join our remote team. In this role, you will input, update, and manage data accurately across various online platforms. This is an excellent opportunity for beginners or anyone looking to start a **remote data entry career** with flexible hours and room to grow professionally.

Key Responsibilities:

- Enter and update data accurately into company systems, spreadsheets, and online databases.
- Review data for errors and ensure accuracy and completeness.
- Organize and maintain digital records, files, and documents.
- Assist with basic administrative tasks as required.
- Communicate effectively with team members to ensure smooth workflow.
- Meet productivity and accuracy targets consistently.

Required Skills & Qualifications:

- Strong attention to detail and high accuracy in data handling.
- Basic typing skills (35–40 WPM minimum preferred).
- Familiarity with **Microsoft Office (Word, Excel)** or **Google Workspace (Docs, Sheets)**.
- Good written and verbal communication skills in English.
- Ability to work independently in a remote environment.

Hiring organization

Global Data Solutions Inc.

Employment Type

Part-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

- Reliable internet connection and personal computer/laptop.
- Previous experience in data entry or administrative tasks is a plus but **not required** — full training provided.

Work Schedule:

- Part-Time with flexible hours to suit your availability.
- Work from home while completing assignments within deadlines.
- Ideal for students, freelancers, or anyone seeking entry-level remote work.

Benefits:

- 100% remote – work from anywhere.
- Flexible part-time schedule.
- Paid training and professional development opportunities.
- Supportive and collaborative online work environment.
- Weekly or monthly payment options.

How to Apply:

If you are ready to start your career as an **Online Data Entry Clerk (Entry Level, Remote Part-Time)**, submit your **resume** along with a short note about your availability and interest in remote work.

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