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Part Time Data Entry Specialist Clerk – Apply Now

Description

Job Title:

Company: Marriott International

Location: Remote (United States)

Compensation: \$18.50 – \$24 per hour (Based on location)

About Us:

Marriott International, the world's largest hotel company, is dedicated to fostering a diverse and inclusive, people-first culture. With a global presence and unparalleled opportunities for growth, Marriott is a place where you can achieve your purpose, belong to an amazing team, and become the best version of yourself.

Position Overview:

As a **Data Entry Specialist**, you will manage work-related information using computers and point-of-sale systems to ensure accuracy and efficiency. This role involves handling guest inquiries, updating records, verifying data, and supporting operational goals.

Key Responsibilities:

- Enter and update information in computer databases using a keyboard, mouse, or trackball.
- Transmit documents and verify information for accuracy and completeness.
- Operate standard office equipment such as phones, photocopiers, and calculators.
- Follow company policies and maintain confidentiality of sensitive information.
- Build positive working relationships and collaborate with team members.
- Maintain a professional appearance and uphold Marriott's standards of quality and service.
- Handle and move objects weighing up to 10 pounds without assistance.

Qualifications:

- Proficient in using computers and standard office equipment.
- Strong attention to detail and ability to ensure data accuracy.
- Excellent communication skills and a professional demeanor.
- Ability to follow company policies and safety procedures.
- Capable of standing, sitting, or walking for extended periods.

Pay Range:

- \$18.50 to \$24 per hour (for applicants in California, Colorado, Hawaii, Illinois, Maryland, Minnesota, New York, Washington DC, and Washington).

Hiring organization

Marriott International

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

30.12.2026

Benefits:

- 401(k) plan and stock purchase options.
- Discounts at Marriott properties worldwide.
- Paid Time Off (PTO) accrual for eligible employees in Washington State.
- Comprehensive employee assistance programs, commuter benefits, and childcare discounts.
- Hybrid work environment for candidates within commuting distance to Bethesda, MD.

Application Deadline:

- Submit your application by **12/14/2026**.

Why Marriott?

Join Marriott International, where you'll find unmatched opportunities for growth and success in a supportive and inclusive environment. Be part of a team that values collaboration, innovation, and excellence.

Equal Opportunity Employer:

Marriott International is an equal opportunity employer committed to diversity and inclusion. We do not discriminate based on disability, veteran status, or any other protected status under applicable law.

Start your journey with Marriott International today!