



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

## (Remote Jobs Part-time) Online Data Entry Clerk – Entry Level

### Description

**Job Title:** Remote Jobs Part-Time Online Data Entry Clerk – Entry Level

**Job Type:** Part-Time

**Location:** Remote (U.S. Based)

### Job Summary:

We are looking for a motivated and dependable Online Data Entry Clerk to support our remote operations team. This entry-level role is perfect for individuals seeking flexible part-time work from home. You will assist with entering, organizing, and maintaining digital records while ensuring accuracy and efficiency in daily tasks.

### Responsibilities:

- Accurately enter data into online systems and company databases
- Review and verify information for errors or inconsistencies
- Update existing records and maintain organized digital files
- Follow data entry procedures and company guidelines
- Maintain confidentiality of company and client information
- Complete assigned tasks within deadlines

### Qualifications:

- Must be authorized to work in the United States
- High school diploma or equivalent
- Basic computer skills and familiarity with spreadsheets
- Strong attention to detail and accuracy
- Good time management skills
- Reliable internet connection and personal computer

### Nice to Have:

- Previous administrative or data entry experience (not required)
- Familiarity with Google Workspace or Microsoft Office
- Ability to work independently with minimal supervision

### What We Offer:

- Flexible part-time hours
- Remote work environment
- Competitive hourly compensation
- Opportunity to gain hands-on administrative experience

If you are detail-oriented, organized, and ready to begin a remote career, we encourage you to apply for this entry-level online data entry opportunity.

### Hiring organization

Online Data Entry Clerk

### Employment Type

Part-time

### Job Location

Remote work from: US

### Working Hours

8

### Base Salary

USD 20 - USD 30

### Date posted

April 3, 2026

### Valid through

16.12.2026