



<https://usaremotejob.pro/job/remote-part-time-online-data-entry-clerk-entry-level-2/>

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

### Description

We are currently seeking a disciplined and detail-oriented Online Data Entry Clerk to join our remote operations team on a part-time basis. This entry-level position is ideal for individuals looking to build a career in digital administration and data management. The primary focus of this role is to ensure the accurate and timely transition of information into our centralized database systems while maintaining the highest standards of data integrity.

### Key Responsibilities

- Entering and updating data from various online sources into our proprietary database.
- Conducting routine audits of existing records to identify and correct inaccuracies.
- Organizing and categorizing digital files for streamlined retrieval by other departments.
- Maintaining a log of completed tasks and reporting daily progress to the team lead.
- Adhering strictly to company data security and confidentiality protocols.

### Requirements

- High school diploma or equivalent; no prior experience is required as training is provided.
- Proficiency in basic computer applications, including Google Sheets and Microsoft Excel.
- A high degree of accuracy and a meticulous approach to repetitive tasks.
- Strong time-management skills and the ability to work independently in a remote setting.
- Access to a reliable computer and high-speed internet connection.

### Employment Terms

- Compensation: \$16.00 – \$20.00 per hour.
- Schedule: Part-Time (15 – 25 hours per week).

**Hiring organization**  
Administrative Group

**Employment Type**  
Part-time

**Job Location**  
Remote work from: United States

**Working Hours**  
7

**Base Salary**  
USD 18

**Date posted**  
April 3, 2026

**Valid through**  
23.12.2026

- Location: 100% Remote / Work from Home.
- Growth: Opportunity for advancement into senior administrative or data analysis roles.

[Apply](#)