



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

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

Description

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

Job Type: Part-Time

Location: Remote (United States)

Job Overview:

We are currently hiring a reliable and detail-focused Online Data Entry Clerk to join our remote team. This entry-level position is ideal for individuals looking to start their career in administrative support or remote office work. You will be responsible for accurately entering, updating, and maintaining information in digital databases and company systems while working independently from home.

Key Responsibilities:

- Input and update data into company databases and spreadsheets
- Verify information for accuracy and completeness
- Review documents and correct errors when necessary
- Maintain confidentiality of sensitive information
- Organize digital files and records
- Perform basic administrative support tasks as assigned
- Meet daily and weekly productivity targets

Requirements:

- Must be legally authorized to work in the United States
- High school diploma or equivalent
- Strong typing skills with high accuracy
- Basic knowledge of Microsoft Excel, Google Sheets, or similar tools
- Reliable internet connection and personal computer
- Ability to work independently and manage time effectively

Preferred Qualifications:

- Previous data entry or clerical experience (not required)
- Familiarity with cloud-based systems and online platforms
- Good written and verbal communication skills

What We Offer:

- Flexible part-time schedule
- Competitive hourly pay
- Fully remote work environment
- Opportunity to gain experience in administrative and data management roles

Hiring organization

Remote 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

22.12.2026