



<https://usaremotejob.pro/job/southwest-airlines-remote-jobs-data-entry-part-time/>

Southwest Airlines Remote Jobs Data Entry – Part Time

Description

Southwest Airlines is seeking motivated and detail-oriented individuals for **Part-Time Data Entry Jobs** to join our team remotely. Earn a competitive **\$25/hour** while working flexible hours from the comfort of your home. This position is perfect for those who value accuracy, have strong organizational skills, and are looking for a rewarding part-time opportunity with a leading airline. Be part of a team that plays a critical role in ensuring smooth airline operations by maintaining accurate and timely data records.

Responsibilities:

- Accurately input and update data into company databases and systems.
- Review and verify data for accuracy, making corrections when necessary.
- Maintain detailed and organized records for audit and compliance purposes.
- Collaborate with team members and other departments to resolve data discrepancies.
- Process customer data, operational records, and other relevant information efficiently.
- Assist with administrative tasks and generate reports as needed.
- Adhere to confidentiality guidelines to safeguard sensitive information.
- Meet established deadlines for data entry tasks while maintaining high-quality standards.

Requirements:

- High school diploma or equivalent; college coursework or degree preferred.
- Basic computer proficiency, including familiarity with Microsoft Office Suite (Word, Excel) and data entry software.
- Strong attention to detail and a commitment to accuracy.
- Ability to work independently and manage time effectively in a remote setting.
- Excellent written and verbal communication skills.
- Previous experience in data entry or administrative roles is a plus but not required.
- Reliable internet connection and a dedicated, quiet workspace at home.

Benefits:

- **Competitive hourly pay** of \$25/hour.
- Flexible part-time hours to suit your schedule.
- Comprehensive health insurance options, including medical, dental, and vision for eligible employees.
- Access to **employee travel benefits**, including discounted airfare for you and your family.
- Paid time off (PTO) and holiday pay for part-time employees.
- **401(k) retirement savings plan** with company match.
- Ongoing training and professional development programs to enhance your

Hiring organization

Southwest Airlines

Employment Type

Full-time

Job Location

Remote work from: USA

Working Hours

8

Base Salary

USD 25 - USD 35

Date posted

April 3, 2026

Valid through

30.12.2026

skills.

- A supportive company culture that values employee well-being and growth.

Educational Qualifications:

- High school diploma or GED required.
- Additional qualifications in business, administration, or a related field are advantageous.

Company Overview:

Southwest Airlines is a leading carrier in the United States, known for its exceptional customer service, affordable travel options, and employee-centric culture. With a reputation for operational excellence and innovation, Southwest Airlines has become a trusted name in the aviation industry. We prioritize the growth and happiness of our employees, fostering a positive work environment that supports both personal and professional development.

Equal Opportunity Employer:

Southwest Airlines is committed to creating an inclusive and diverse workplace. We provide equal employment opportunities to all individuals regardless of race, religion, gender, national origin, age, disability, or veteran status. We believe that diversity enriches our company and strengthens our ability to serve customers. We encourage candidates from all backgrounds to apply and join the Southwest family.

How to Apply:

If you are organized, detail-oriented, and excited about contributing to the success of Southwest Airlines, apply today for this **Part-Time Remote Data Entry position**. Join a company that values you as an individual and supports your growth. Let's embark on this journey together!