

<https://hiringqueue.us/careers/american-express-data-entry-remote-25-hour/>

## American Express Data Entry (Remote) – \$25/Hour

### Description

Are you looking for a flexible, high-paying, remote opportunity with a world-class company? Join **American Express** as a **Remote Data Entry Clerk** and be part of a team that supports the smooth and efficient operation of our business. This entry-level, work-from-home position offers competitive pay at **\$25 per hour**, making it an ideal job for individuals seeking flexibility, professional growth, and the chance to work with one of the world's leading financial service brands.

### Responsibilities:

As a Data Entry Clerk at American Express, you will be responsible for:

- **Data Entry and Verification:** Accurately inputting, updating, and verifying large amounts of financial and customer data in company databases.
- **Maintaining Records:** Ensuring that all data is correctly organized, easily accessible, and securely stored for future reference.
- **Quality Control:** Monitoring data quality, identifying discrepancies, and correcting data inaccuracies to ensure consistency.
- **Data Security Compliance:** Adhering to American Express's data privacy and security standards, ensuring sensitive information is handled responsibly.
- **Supporting the Team:** Collaborating with other departments to assist with data-related tasks and ensuring a seamless flow of information across systems.
- **Reporting:** Generating reports from the database as needed by different teams to support decision-making and operations.

### Requirements:

To be considered for this remote data entry position, you should have the following:

- **Attention to Detail:** Strong focus on accuracy to ensure data is entered correctly and errors are identified and corrected promptly.
- **Basic Computer Skills:** Proficiency in using Microsoft Office Suite (especially Excel) and other data management software.
- **Organizational Skills:** Ability to manage large volumes of data efficiently and maintain organized records.
- **Communication Skills:** Clear and professional verbal and written communication skills to collaborate with internal teams and report data inconsistencies.
- **Time Management:** Ability to work independently, manage your time effectively, and meet deadlines in a remote setting.
- **Problem-Solving Ability:** Strong analytical skills to identify and resolve data-related issues quickly and efficiently.
- **High-Speed Internet Connection:** A reliable internet connection and a dedicated, quiet home workspace are essential for this role.

### Benefits:

American Express offers a competitive range of benefits to remote employees, including:

- **Health and Wellness:** Comprehensive medical, dental, and vision insurance to keep you and your family healthy.
- **Work-Life Balance:** Flexible hours that allow you to balance your personal and professional life while working from home.
- **Remote Work:** Enjoy the flexibility of working from the comfort of your home, with no need to commute.
- **Career Development:** Ongoing training, professional development, and opportunities for growth within the company.
- **Paid Time Off:** Earn paid vacation days and sick leave to ensure you have time to rest and recharge.
- **Employee Discounts:** Access to discounts on American Express products and services, as well as partner offers.
- **Competitive Salary:** Earn **\$25 per hour** for your work, with opportunities for performance bonuses and additional incentives.

### Educational Qualifications:

- **High School Diploma or Equivalent:** Minimum educational requirement to apply.
- **Previous Data Entry Experience (Preferred, but Not Required):** Prior experience in a similar role is beneficial but not mandatory. We provide comprehensive training to help you excel in the job.

### Company Overview:

**American Express** is a globally recognized financial services company that has been delivering innovative products and excellent customer service for over 170 years. With a presence in more than 100 countries, American Express is committed to providing its employees with opportunities for growth, development, and success. As a part of our team, you will work in a collaborative and inclusive environment that values integrity, customer commitment, and excellence.

We believe in fostering a positive and supportive workplace, even in a remote setting. Our team members are empowered to make an impact and are encouraged to bring their ideas and creativity to the table.

### Equal Employment Opportunity:

At **American Express**, we are proud to be an equal opportunity employer. We embrace diversity and are committed to creating an inclusive environment for all employees. We provide equal employment opportunities to all qualified applicants, regardless of race, color, religion, gender, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law. We believe that a diverse workforce contributes to our company's success and enhances our ability to serve customers from all backgrounds. Everyone is welcome to apply, and we look forward to adding your unique talents to our team!

**How to Apply:** If you are detail-oriented, organized, and looking for a flexible remote job with great benefits and a competitive salary, apply now for the **Remote Data Entry Clerk** position at American Express. Join a company that values its employees and takes pride in offering opportunities for career development and success. Apply today and start your journey with American Express!

### Hiring organization

American Express- Data Entry jobs

### Employment Type

Full-time

### Job Location

Remote work from: United States; Canada; Great Britain

### Base Salary

\$ 27 - \$ 40

### Valid through

31.01.2025

### Date posted

April 10, 2025