

<https://hiringqueue.us/careers/entry-level-data-entry-clerk-100-remote/>

Entry Level Data Entry Clerk (100% Remote)

Description

Join our team as an **Entry-Level Data Entry Clerk (100% Remote)** and kickstart your career from the comfort of your home. In this role, you'll be responsible for entering and managing data, ensuring accuracy and consistency across systems. This position requires strong attention to detail, basic computer skills, and the ability to work independently. No prior experience is necessary—training will be provided. If you're looking for a flexible, remote opportunity to develop essential skills and grow within a supportive team, this could be the perfect starting point for you! A Data Entry Clerk, is responsible for inputting data and making changes to existing data figures in digital databases. Their duties include inputting data from paper documents into digital spreadsheets, updating order statuses for customers and double-checking their work to make sure they inputted data correctly.

Responsibilities

Keep information confidential

Insert customer and account data by inputting text based and numerical information from source documents within time limits

Compile, verify the accuracy, and sort information according to priorities to prepare source data for computer entry

Review data for deficiencies or errors, correct any incompatibilities if possible, and check the output

Research and obtain further information for incomplete documents

Apply data program techniques and procedures

Generate reports, store completed work in designated locations, and perform backup operations

Scan documents and print files, when needed

Requirements

Working knowledge of Microsoft Office

Strong computer skills

Basic knowledge of touch typing system and database management tools.

Ability to enter data into a computer quickly and accurately

Strong attention to detail

Ability to think analytically

Hiring organization

Fluxtek Solutions Inc

Employment Type

Full-time, Part-time

Job Location

Remote work from: United States; Canada; Great Britain

Base Salary

\$ 27 - \$ 37

Valid through

31.01.2025

Date posted

April 10, 2025

Experience working on a Data Entry Clerk position is a plus.

Benefits

401(k)

Dental insurance

Disability insurance

Employee assistance program

Employee discount

Flexible spending account

Health insurance

Life insurance

Paid time off

Vision insurance

Work Term: Full/Part Time