

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

Remote Data Entry Clerk

Description

We are looking for a Remote Data Entry Clerk to join our team and help us maintain accurate and up-to-date information in our databases and systems. The ideal candidate will have excellent typing skills, an eye for detail, and the ability to work independently. This role is crucial to ensuring that our data is reliable and easily accessible to our team members and clients.

Key Responsibilities:

- Accurately enter data into various databases and systems from source documents within time limits
- Review data for deficiencies or errors, correct any incompatibilities, and check the output
- Verify data by comparing it to source documents
- Update existing data and retrieve data from the database as requested
- Perform regular backups to ensure data preservation
- Organize and maintain files and records for efficient data retrieval
- Collaborate with team members to address any discrepancies or issues with data entry
- Maintain confidentiality and security of sensitive information

Requirements:

- Proven experience as a Data Entry Clerk or similar role
- Excellent typing speed and accuracy
- Strong attention to detail and ability to spot errors
- Proficiency in using data entry software and Microsoft Office Suite (Word, Excel, etc.)
- Ability to work independently and meet deadlines
- Strong organizational and time management skills
- Excellent communication skills, both written and verbal
- High school diploma or equivalent; additional qualifications in data management or related fields are a plus

Hiring organization

Work From home jobs

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

Preferred Qualifications:

- Experience with remote work and virtual collaboration tools
- Familiarity with data protection regulations and best practices

Compensation:

- Competitive pay rate of \$18 to \$24 per hour
- Flexible working hours and remote work environment
- Opportunities for professional growth and development
- Supportive and collaborative team culture
- Access to the latest technology and tools to perform your job efficiently