

Data Entry Clerk – Fully Remote UK

Description

CV-BRIDGE LTD is recruiting an entry-level Data Entry Clerk for a fully remote UK-based team. The position supports everyday administrative and data-processing activities, including maintaining digital records, updating information, checking accuracy, and working with internal systems. The advertised pay range is £28,000-£32,000 per year.

Responsibilities

- Enter and update information in digital systems and records.
- Review data for completeness, consistency and accuracy.
- Support routine administrative and data-processing tasks.
- Organize records so information can be retrieved efficiently.
- Follow internal procedures for handling business information.
- Maintain reliable, accurate records while working remotely.

Qualifications

- Strong attention to detail.
- Comfort using digital systems, records and basic office tools.
- Good organization and accuracy.
- Ability to work independently in a fully remote environment.
- Suitable for entry-level applicants.

Experience

Entry-level opportunity; prior professional data-entry experience was not presented as a strict requirement.

Skills

Data entry, digital records, administration, organization, accuracy, information processing, remote work.

Job Benefits

Fully remote UK role. Advertised salary: £28,000-£32,000 per year.

How To Apply

Apply through the current listing: [CV-BRIDGE LTD Data Entry Clerk application](#).

Hiring organization

CV-BRIDGE LTD

Employment Type

Full-time

Industry

Recruitment / Administrative Services

Job Location

Remote, United Kingdom, United Kingdom

Remote work possible

Working Hours

Full-time remote schedule; exact daily hours were not specified in the available listing.

Date posted

October 3, 2026