

Data Entry Clerk – Remote Brazil

Description

Hired is recruiting a remote Data Entry Clerk in Brazil for a client seeking reliable data-entry support. The full-time role involves accurately transcribing and entering information from different sources into digital systems while maintaining confidentiality, organized records and strong data-integrity standards.

Responsibilities

- Enter information from paper and digital formats into databases and spreadsheets.
- Compare entered information with source documents and correct discrepancies.
- Retrieve information from databases or electronic files.
- Maintain updated and organized records.
- Perform routine backups where required.
- Follow data-retention, privacy and confidentiality procedures.

Qualifications

- Typing speed of approximately 40 WPM or higher.
- Strong attention to detail.
- Familiarity with Microsoft Excel, Google Sheets or similar software.
- Ability to work independently with minimal supervision.
- Basic understanding of data privacy and security practices.

Experience

Junior-level remote data-entry role. The active listing does not specify a mandatory minimum number of years.

Skills

Data entry, typing, Microsoft Excel, Google Sheets, database management, data verification, record maintenance, confidentiality, remote work.

Job Benefits

Full-time remote work-from-anywhere opportunity.

How To Apply

Apply through the current listing: [Hired Brazil Data Entry Clerk application](#).

Hiring organization

Hired

Employment Type

Full-time

Industry

Information Services / Technology

Job Location

Remote, Brazil, Brazil
Remote work possible

Working Hours

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

Date posted

October 3, 2026