

Data Entry Clerk – Remote India

Description

Hired is recruiting a remote Data Entry Clerk in India for a client requiring accurate transcription and data input across databases, spreadsheets and other systems. The full-time role focuses on data accuracy, record organization, confidentiality and consistent maintenance of business information.

Responsibilities

- Enter data from paper or digital formats into designated systems.
- Verify information against source documents.
- Correct data discrepancies.
- Retrieve information from databases and electronic files when requested.
- Maintain organized, accurate and current records.
- Follow confidentiality and data-integrity requirements.

Qualifications

- Strong typing and data-entry accuracy.
- Attention to detail.
- Familiarity with Microsoft Excel, Google Sheets or similar spreadsheet tools.
- Ability to work independently in a remote setting.
- Basic understanding of data privacy and security.

Experience

Suitable for applicants with data-entry, administrative or similar record-processing experience; the active listing does not state a fixed minimum number of years.

Skills

Data entry, typing, Microsoft Excel, Google Sheets, databases, 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 India Data Entry Clerk application](#).

Hiring organization

Hired

Employment Type

Full-time

Industry

Information Services / Technology

Job Location

Remote, India, India
Remote work possible

Working Hours

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

Date posted

October 3, 2026