

Data Entry Clerk – Remote Pakistan

Description

Hired is recruiting a remote Data Entry Clerk in Pakistan for a client seeking a Data Entry Keyer on a contract basis. The role involves transcribing and entering information from multiple sources into designated systems while maintaining accuracy, confidentiality and data-integrity standards.

Responsibilities

- Enter data from paper and digital sources into databases and spreadsheets.
- Verify entered information against source documents.
- Correct discrepancies and inaccurate entries.
- Retrieve data from databases or electronic files when requested.
- Maintain organized and updated records.
- Perform regular backups and follow data-retention procedures.

Qualifications

- Strong typing accuracy and attention to detail.
- Familiarity with spreadsheets and database systems.
- Ability to work independently in a remote environment.
- Understanding of confidentiality and data-integrity requirements.

Experience

Prior data-entry or administrative experience is useful, but the available listing emphasizes skills and accuracy rather than a specific minimum number of years.

Skills

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

Job Benefits

Remote work-from-anywhere contract opportunity.

How To Apply

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

Hiring organization

Hired

Employment Type

Contractor

Duration of employment

Contract

Industry

Information Services / Technology

Job Location

Remote, Pakistan, Pakistan

Remote work possible

Working Hours

Remote contract schedule; exact hours were not specified in the active listing.

Date posted

October 3, 2026