

Data Entry Clerk – Remote Work – Latin America

Description

BairesDev is seeking a Junior Data Entry Clerk to maintain accurate records and support administrative operations remotely for its Latin America hiring market. Daily work includes organizing digital documents, entering information and reporting mismatched records.

Salary: Compensation may be paid in **USD or local currency**, according to the employer. An exact USD amount is **not published** for this vacancy; applicants should confirm the offer during hiring.

The role requires at least one year of data entry or administrative support experience and advanced English. Although the company mentions remote work from anywhere, this specific advertisement is targeted at candidates in Latin America.

Responsibilities

- Input and maintain information in internal databases and software.
- Verify data against source information before processing.
- Update electronic records to keep them current and findable.
- File and organize digital documents consistently.
- Report discrepancies and support their correction.
- Assist the broader team with routine administrative activities.

Qualifications

- At least one year of professional data entry or administrative support experience.
- Advanced English proficiency.
- Good typing accuracy and attention to detail.
- Basic skills in spreadsheet and database applications.
- Ability to follow instructions, manage workload and work independently.
- Eligibility for the employer's Latin America recruitment region.

Experience

1+ year in data entry or administrative support required.

Skills

- Database and spreadsheet data entry
- Data validation and document management
- Typing accuracy and information organization
- Advanced English communication
- Independent remote work

Job Benefits

Compensation: USD or local-currency payment option; exact pay not disclosed.

Hiring organization

BairesDev

Employment Type

Full-time

Duration of employment

Not specified

Industry

IT Services / Data Administration

Job Location

Remote, Latin America, Latin America

Remote work possible

Working Hours

Full-time with flexible scheduling as described by employer.

Date posted

October 8, 2026

The employer advertises remote equipment/software support, flexible scheduling, parental leave, vacation/holidays and development opportunities, subject to its final offer and country rules.

How to Apply

Apply through the source listing: [View BairesDev Data Entry Clerk listing](#). Please verify the job is still open and that you meet its location requirements before applying.