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Data Entry Clerk – Worldwide Remote – \$18-\$22/hour

Description

WorkinVirtual Private Limited is recruiting a **full-time Data Entry Clerk** for a 100% remote opportunity open to eligible applicants worldwide. You will maintain digital information carefully and consistently, so this is suited to someone who prefers structured work and understands that accuracy matters more than rushing through a queue.

Pay: USD \$18-\$22 per hour. Applicants need legal authorization to work remotely in their country and at least four working hours of overlap with New York / US Eastern Time. No visa sponsorship or relocation is provided.

This role includes reviewing source materials, correcting errors and handling information confidentially. It is not advertised as a no-experience position.

Responsibilities

- Enter and update information in approved databases, spreadsheets and digital records.
- Check source documents and verify entries for accuracy and completeness.
- Find duplicate, missing or inconsistent details; correct them under documented procedures.
- Maintain consistent file naming, formatting and record-management standards.
- Track records needing follow-up and prepare basic reports when requested.
- Keep sensitive information private and meet agreed processing deadlines.

Qualifications

- 1-3 years of data entry, information processing, record management or related administrative experience.
- Accurate keyboard skills and confidence working with digital records.
- Familiarity with spreadsheets, including basic Microsoft Excel or Google Sheets.
- Strong written communication and ability to follow instructions independently.
- A reliable remote workspace with at least four working hours overlapping Eastern Time.
- Legal authorization to work remotely from your country of residence.

Experience

1-3 years of relevant professional experience required. Prior experience with CRM tools, online databases, Microsoft 365 or Google Workspace is an advantage but not a requirement across every tool.

Skills

- Accurate data entry and keyboarding
- Excel and Google Sheets fundamentals

Hiring organization

WorkinVirtual Private Limited

Employment Type

Full-time

Duration of employment

Not specified

Industry

Data Entry / Administrative Services

Job Location

Remote, Worldwide
Remote work possible

Working Hours

Full-time; minimum 4 hours overlap with New York / US Eastern Time on workdays.

Base Salary

18

Date posted

October 8, 2026

Valid through

2026-10-31

- Record verification and error detection
- Digital file organization
- Data confidentiality and written communication

Job Benefits

Compensation: USD \$18-\$22 per hour.

Working arrangement: Fully remote from eligible countries worldwide; training is remote. No relocation or visa sponsorship.

Application deadline: October 31, 2026. Other benefits were not specified in the source listing.

How to Apply

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