

Data Entry Specialist – Remote South Africa

Description

Somewhere is hiring a Data Entry Specialist for a remote role restricted to candidates in South Africa. The position supports a Business & Data Compliance team and focuses on entering, updating and maintaining high-volume records while meeting tight deadlines and preserving accuracy and confidentiality. Compensation is listed as market related.

Responsibilities

- Enter, update and maintain accurate information in systems and databases.
- Support business and data-compliance administration.
- Process large volumes of information while meeting deadlines.
- Review information for accuracy and completeness.
- Maintain confidential records and follow data-handling procedures.
- Support ongoing database and administrative requirements.

Qualifications

- Excellent written and spoken English.
- Strong attention to detail and organization.
- Ability to handle large volumes of data accurately.
- Ability to meet deadlines while working remotely.
- Candidate must be based in South Africa.

Experience

Approximately 2+ years of data-entry, administration, or related experience is preferred for this role.

Skills

Data entry, data compliance, database maintenance, accuracy, confidentiality, organization, deadline management, business administration.

Job Benefits

Remote work for South Africa-based candidates. Salary is advertised as market related.

How To Apply

Apply through the current listing: [Somewhere Data Entry Specialist application](#).

Hiring organization

Somewhere

Employment Type

Full-time

Industry

Business Services / Compliance

Job Location

Remote, South Africa, South Africa
Remote work possible

Working Hours

8:30 AM-5:30 PM UK time.

Date posted

October 3, 2026