

Records Clerk – Worldwide Remote – \$17-\$22/hour

Description

Careerswift has listed a **full-time remote Records Clerk** opportunity that accepts candidates worldwide. The work involves making sure electronic files and records are accurate, organized, complete and easy for colleagues to retrieve.

Pay: USD \$17-\$22 per hour, depending on experience and qualifications. This is a suitable role for someone comfortable with repetitive detail-oriented tasks, spreadsheet basics and handling digital documents responsibly.

The posting notes that additional benefits and final employment details are discussed during the hiring process. Review the original application page for current availability.

Responsibilities

- Create and update entries in company record-keeping systems.
- Check digital records for missing or incorrect information.
- Organize, name and maintain electronic documents and files.
- Compare records against source documents when verification is required.
- Flag discrepancies and request clarification through the team workflow.
- Maintain accurate databases while following record-handling procedures.

Qualifications

- Prior data entry, administrative, records or customer-service experience.
- Strong typing skills and careful attention to detail.
- Basic ability to work in Excel, Google Sheets and digital filing systems.
- Good organization, time management and independent work habits.
- Reliable internet and a suitable remote workspace.

Experience

Previous office administration, records, data entry or customer service experience is welcomed. The role has also been listed as entry-level by remote job boards.

Skills

- Data entry and records management
- Microsoft Excel and Google Sheets
- Document verification and file organization
- Typing and database accuracy
- Time management and independent remote work

Job Benefits

Compensation: USD \$17-\$22 per hour, based on experience.

Location: Open to remote applicants worldwide. Employer-specific benefits and employment details are discussed during the interview process.

Hiring organization

Careerswift

Employment Type

Full-time

Duration of employment

Not specified

Industry

Records Management /
Administrative Support

Job Location

Remote, Worldwide
Remote work possible

Working Hours

Full-time; exact schedule not
disclosed.

Base Salary

17

Date posted

October 8, 2026

How to Apply

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