

Remote Data Entry Assistant – Philippines

Description

PT Midas Daya Teknologi is hiring a Remote Data Entry Assistant for applicants in the Philippines. The entry-level role focuses on simple online administrative tasks such as entering information into forms and spreadsheets, checking data, updating records and organizing files. Training and step-by-step guidance are provided and previous work experience is not required.

Responsibilities

- Enter information into online forms and spreadsheets.
- Check data for accuracy and completeness.
- Update records as instructed.
- Organize digital files and information.
- Complete assigned online tasks according to clear instructions.
- Follow training and quality guidelines.

Qualifications

- No previous work experience required.
- Basic computer or smartphone skills.
- Stable internet connection.
- Ability to read and follow simple instructions.
- Attention to detail and reliability.

Experience

No previous work experience is required.

Skills

Data entry, spreadsheets, online forms, record updating, file organization, basic computer skills, accuracy, remote work.

Job Benefits

Remote entry-level work with training and step-by-step guidance provided.

How To Apply

Apply through the current listing: [Remote Data Entry Assistant application](#).

Hiring organization

PT Midas Daya Teknologi

Employment Type

Full-time

Industry

Technology / Administrative Services

Job Location

Quezon City, Metro Manila, Philippines

Remote work possible

Working Hours

Full-time; exact schedule was not specified in the available listing.

Date posted

October 3, 2026