

Remote Data Entry Clerk – Canada

Description

Burjline Builders is hiring a remote Data Entry Clerk for a Toronto, Ontario-based remote role. The position focuses on entering, updating, organizing and maintaining company information in databases and systems while checking data integrity and protecting confidential information. The listing is open to entry-level and junior applicants and advertises US\$21-US\$25 per hour.

Responsibilities

- Enter data accurately from source documents into company databases, files and forms.
- Update and maintain existing records.
- Verify data integrity and correct errors or inconsistencies.
- Organize information for efficient retrieval.
- Generate reports as required.
- Maintain confidentiality of sensitive company information.

Qualifications

- High school education or equivalent.
- Strong attention to detail.
- Good organization and data-entry accuracy.
- Ability to work remotely and independently.
- Entry-level and junior applicants are accepted.

Experience

0+ years; listed as entry/junior level.

Skills

Data entry, database maintenance, data verification, reporting, confidentiality, organization, accuracy, remote work.

Job Benefits

Fully remote position. Advertised pay: US\$21-US\$25 per hour.

How To Apply

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

Hiring organization

Burjline Builders

Employment Type

Full-time

Industry

Construction / Administrative Services

Job Location

Toronto, Ontario, Canada
Remote work possible

Working Hours

40 hours per week.

Base Salary

21.00

Date posted

October 4, 2026