



<https://www.internshipstoo.online/job/remote-data-entry-representative/>

Remote Data Entry Representative

Description

VIVA is hiring a remote Data Entry Representative to support routine administrative and business-service data entry work. The role involves processing information accurately, following defined procedures, maintaining data quality, and working with business records in a fully remote environment. Intermediate Excel knowledge is required and Medicare-related experience is preferred.

Responsibilities

- Enter and update business information accurately in designated systems.
- Follow established data-entry procedures and operating processes.
- Review work for accuracy and resolve routine data issues.
- Handle assignments that may include more complex data-entry tasks.
- Support or check the work of lower-level data-entry operators when assigned.
- Maintain confidentiality and data quality standards.

Qualifications

- Intermediate Microsoft Excel knowledge.
- Strong attention to detail and accuracy.
- Ability to follow defined processes and procedures.
- Comfort working independently in a remote environment.
- Medicare experience is preferred.

Experience

Previous data-entry, administrative, healthcare-processing, or similar business-services experience is useful. Medicare experience is preferred but not stated as mandatory.

Skills

Data entry, Microsoft Excel, record processing, quality control, administrative support, accuracy, confidentiality, remote work.

Job Benefits

Remote work with employer-provided equipment.

How To Apply

Apply through the current listing: [VIVA Data Entry Representative application](#).

Hiring organization

VIVA

Employment Type

Full-time

Industry

Staffing / Business Services

Job Location

Remote, United States, United States

Remote work possible

Working Hours

Monday-Friday, 8-hour shifts. Training is 7:30 AM-4:00 PM CST for approximately 6 weeks; after training, staff may start between 6:30 AM and 8:30 AM in their own time zone.

Base Salary

21.00

Date posted

October 3, 2026