

Remote Data Entry Specialist – Freelance – Philippines

Description

FreeUp is recruiting experienced data entry freelancers to join its remote marketplace. This is an application to a freelancer network where approved professionals can connect with client opportunities; it is **not a guaranteed fixed-hours job**.

Typical advertised rates: USD \$8-\$15/hour, depending on client work, location and experience. The currently listed Philippines opportunity is tagged to the National Capital Region (NCR).

Successful applicants should be comfortable handling data, spreadsheets and client communications from home. The application process may include an online course and short video interview.

Responsibilities

- Support clients with spreadsheet updates, digital records and routine data-entry requests.
- Maintain accurate files and check information for inconsistencies.
- Use Excel and Google-based tools for data management tasks.
- Keep clients informed of progress and respond within one business day.
- Handle workload reliably and meet agreed freelance deadlines.

Qualifications

- Extensive experience in data entry and information management.
- Confident Excel and Google Docs skills.
- Strong English communication and professional client service.
- Reliable broadband internet and a suitable work-from-home setup.
- Ability to reply to client inquiries within one business day.
- Based in the Philippines for this location-tagged opportunity.

Experience

Extensive practical data-entry and data-management experience is requested; this is not advertised as a beginner training position.

Skills

- Microsoft Excel
- Google Docs and data management
- Accurate typing and records maintenance
- English client communication
- Freelance time management

Job Benefits

Indicative rates: USD \$8-\$15/hour based on client engagement.

Hiring organization

FreeUp

Employment Type

Contractor

Duration of employment

Freelance; depends on individual client projects

Industry

Freelance Marketplace / Data Entry

Job Location

Remote, National Capital Region (NCR), Philippines
Remote work possible

Working Hours

Flexible freelance hours; projects depend on client demand.

Base Salary

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Date posted

October 8, 2026

Choose freelance availability, set your own rates, and access a freelancer support team, webinars and community resources. **Hours, number of clients and earnings are not guaranteed.**

How to Apply

Apply through the source listing: [Apply for FreeUp Data Entry freelancer opportunities](#). Please verify the job is still open and that you meet its location requirements before applying.