

Data Entry Executive For Zomato – Office Manager – Job Search

Hiring organization
Zomato

Job Location

India
Remote work from: IND

Date posted
February 5, 2024

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Valid through
31.08.2024

Base Salary

USD 14 - USD 34

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Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Data Entry Executive For Zomato

Zomato, the leading food delivery platform, is on the lookout for a passionate and detail-oriented Data Entry Executive to join our vibrant team. In this role, you'll play a vital role in maintaining the accuracy and integrity of our extensive database, ensuring a seamless experience for our millions of users.

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Responsibilities:

- Accurately and efficiently input restaurant information, menu items, pricing, and promotions into our system.
- Maintain and update existing data, ensuring consistency and adherence to Zomato's formatting guidelines.
- Identify and rectify errors in data entry, ensuring high data quality and integrity.
- Liaise with internal teams to clarify data discrepancies and resolve issues.
- Assist with other administrative tasks as assigned.

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Skills & Qualifications:

- Excellent typing skills with a proven ability to maintain high accuracy (minimum 40 WPM).
- Strong attention to detail and a keen eye for catching errors.
- Proficient in MS Office Suite, particularly Word and Excel.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team in a fast-paced environment.

Tags: Zomato recruitment, Zomato Jobs, Zomato Job Vacancy, Zomato Work Form Home, Zomato Jobs For Freshers, Zomato Hiring 2024,Zomato Work Form Home Jobs, Zomato Data Entry jobs, Zomato for freshers 2024,Zomato careers, Zomato job 2024,Zomato job vacancy, Zomato recruitment 2024

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