

## Jio Careers 2023 – 2+ Years Experience Required – File Clerk Jobs

### Hiring organization

Jio

### Job Location

India

Remote work from: India

(adsbygoogle = window.adsbygoogle || []).push({});

### Base Salary

USD 13,000 - USD 18,000

### Date posted

May 5, 2023

### Valid through

31.12.2025

APPLY NOW

### Qualifications

12th / Graduate

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

### Description

#### Jio Recruitment 2023

The Data Clerk is responsible for the accurate and timely entry of data into the company database. This role will work closely with other members of the team to ensure that all data is captured and entered accurately.

#### Jio Jobs Near Me

#### Responsibilities:

- Enter data into the company database accurately and in a timely manner
- Maintain the company database and make changes as needed
- Work closely with other members of the team to ensure that all data is captured and entered accurately
- Ensure that all data is available for reporting purposes

(adsbygoogle = window.adsbygoogle || []).push({});

#### Jio Careers

#### Requirements:

- 2+ years of experience in data entry or another related role
- Strong attention to detail
- Familiarity with Microsoft Excel and Microsoft Word

## Important Links

## Find the Link in [Apply Now](#) Button

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```