

## Jio Careers 2023 – All India Jobs – Data Entry Executive Jobs

**Hiring organization**  
Jio

### Job Location

India  
Remote work from: IND

**Date posted**  
September 5, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 13,000 - USD 18,000

APPLY NOW

### Qualifications

12th / Graduate

### Employment Type

Full-time

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### Description

## Jio Recruitment 2023

The Data Entry Executive is responsible for entering data into Jio's systems. This includes customer information, account information, and other data. The ideal candidate will have strong attention to detail and accuracy, as well as the ability to work independently and as part of a team.

### Responsibilities:

- Enter data into Jio's systems
- Verify the accuracy of data
- Maintain data accuracy and consistency
- Resolve data discrepancies
- Other duties as assigned

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### Skills:

- Strong attention to detail and accuracy
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Ability to work independently and as part of a team
- Ability to meet deadlines

### Important Links

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

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