

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

**Hiring organization**  
Jio

### Job Location

India  
Remote work from: IND

**Date posted**  
August 1, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 13,000 - USD 18,000

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### 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 internal systems. This includes data from a variety of sources, such as customer orders, product information, and marketing materials. The ideal candidate will be a highly organized and detail-oriented individual with excellent typing skills.

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#### Jio Jobs Near Me

#### Responsibilities:

- Enter data into Jio's internal systems.
- Verify the accuracy of data entry.
- Resolve data entry errors.
- Maintain data entry logs.
- Other duties as assigned.

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#### Jio Careers

#### Requirements:

- Excellent typing skills.
- Attention to detail.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite.

Experience with data entry software.

#### Important Links

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

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