

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

### Job Location

India  
Remote work from: IND

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### Base Salary

USD 13,000 - USD 18,000

### Qualifications

12th / Graduate

### Employment Type

Full-time

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### Description

#### Jio Recruitment 2023

The Data Entry Clerk is responsible for entering data into computer systems. This includes tasks such as entering customer information, product data, and financial data. The ideal candidate will be a reliable and accurate individual with strong typing skills.

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#### Jio Jobs Near Me

#### Responsibilities:

- Enter data into computer systems accurately and timely.
- Follow data entry procedures and guidelines.
- Identify and correct data entry errors.
- Maintain data entry logs and reports.
- Provide support to other data entry operators.

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#### Jio Careers

#### Requirements:

- Strong typing skills (minimum 40 WPM).
- Attention to detail.
- Ability to work independently and as part of a team.

Proficient in Microsoft Office Suite (Excel, Word, Power Point)

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

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### Hiring organization

Jio

### Date posted

September 20, 2023

### Valid through

31.12.2023

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