

## Jio Careers 2023 – Freshers Job – Data Entry Executive Jobs

**Hiring organization**  
Jio

### Job Location

India  
Remote work from: IND

**Date posted**  
August 29, 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 computer systems. They will be responsible for a variety of tasks, including entering customer information, product data, and financial records.

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#### Jio Jobs Near Me

#### Responsibilities:

- Enter data into Jio's computer systems
- Verify the accuracy of data entry
- Maintain accurate records of data entry
- Resolve data entry errors
- Follow data entry procedures and guidelines
- Work with other team members to ensure data entry accuracy and efficiency

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#### Jio Careers

#### Requirements:

- Strong typing skills
- Attention to detail
- Ability to work independently and as part of a team
- Ability to meet deadlines

Proficiency in Microsoft Office Suite

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

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