

Jio Careers 2023 – Freshers Jobs – Data Entry Assistant Post

Hiring organization
Jio

Job Location

India
Remote work from: IND

Date posted
August 2, 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 Assistant is responsible for entering and maintaining data in Jio's systems. This includes tasks such as entering customer information, product data, and order information. 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 customer information, product data, and order information into Jio's systems.
- Update data as needed.
- Ensure that data is accurate and up-to-date.
- Other data entry tasks as assigned.

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Jio Careers

Requirements:

- Excellent typing skills.
- Strong attention to detail.
- Ability to work independently and as part of a team.

Proficient in Microsoft Office Suite

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

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