

Jio Careers 2023 – Freshers 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 Jio's computer systems. This includes tasks such as entering customer information, product information, and order information. The Data Entry Clerk must be able to work independently and as part of a team, and must be able to meet deadlines under pressure.

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Jio Jobs Near Me

Responsibilities:

- Enter data into Jio's computer systems.
- Verify the accuracy of data entered.
- Maintain data entry logs.
- Escalate data entry errors to management.
- Assist with data entry projects as needed.

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Jio Careers

Requirements:

- Excellent typing skills.
- Attention to detail.
- Ability to work independently and as part of a team.
- Ability to meet deadlines under pressure.

Proficiency in Microsoft Office Suite

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

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Hiring organization

Jio

Date posted

August 3, 2023

Valid through

31.12.2023

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