

Jio Careers 2023 – Freshers Jobs – Data Entry Staff Job

Hiring organization
Jio

Job Location

India
Remote work from: IND

Date posted
September 1, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

Valid through
31.12.2023

Base Salary

USD 13,000 - USD 18,000

APPLY NOW

Qualifications

12th / Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

Description

Jio Recruitment 2023

The Data Entry Staff is responsible for entering data into Jio's systems in a timely and accurate manner. The ideal candidate will be a highly organized and detail-oriented individual with excellent typing skills.

(adsbygoogle = window.adsbygoogle || []).push({});

Jio Jobs Near Me

Responsibilities:

- Enter data into Jio's systems, such as customer orders, product information, and billing records.
- Verify the accuracy of data entry.
- Follow data entry procedures and guidelines.
- Communicate with team members and stakeholders.
- Other duties as assigned.

(adsbygoogle = window.adsbygoogle || []).push({});

Jio Careers

Requirements:

- Excellent typing skills (minimum 40 wpm).
- Strong attention to detail.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint).

Experience with data entry software.

Important Links

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

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```