Jio Careers 2023 – Jio Job – Data Entry Executive Job

Hiring organization
Jio

Job Location
India
Remote work from: IND

Date posted
September 20, 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 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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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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