

## Jio Careers 2023 – Jio Jobs – Data Entry Staff 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 Staff is responsible for entering and maintaining data in a variety of systems. This includes data from customer orders, product inventory, and financial transactions. The ideal candidate will be accurate, detail-oriented, and have a strong typing speed.

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### Jio Jobs Near Me

### Responsibilities:

- Enter and maintain data in a variety of systems
- Verify the accuracy of data
- Resolve data entry errors
- Create and maintain data entry reports
- Other data entry-related tasks as assigned

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### Jio Careers

### Requirements:

- Excellent typing speed
- Accuracy and attention to detail
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

Ability to work independently and as part of a team

### Important Links

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

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### Hiring organization

Jio

### Date posted

July 28, 2023

### Valid through

31.12.2023

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