

Jio Careers 2023 – Jobs Alerts – Data Entry Executive Job

Hiring organization

Jio

Job Location

India

Remote work from: IND

Date posted

October 5, 2023

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 systems. This includes customer information, account information, and other data. The ideal candidate will have strong attention to detail and accuracy, as well as the ability to work independently and as part of a team.

Responsibilities:

- Enter data into Jio's systems
- Verify the accuracy of data
- Maintain data accuracy and consistency
- Resolve data discrepancies
- Other duties as assigned

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Skills:

- Strong attention to detail and accuracy
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Ability to work independently and as part of a team
- Ability to meet deadlines

Important Links

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

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