

## Jio Careers 2023 – Jobs Alerts – Data Entry Jobs

### Job Location

India

Remote work from: IND

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### Base Salary

USD 11,500 - USD 18,000

### Qualifications

12th / Graduate

### Employment Type

Full-time

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### Description

#### Jio Recruitment 2023

The Data Entry Clerk will be responsible for entering data into Jio's computer systems. The ideal candidate will be a highly motivated and accurate individual with excellent typing skills.

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#### Jio Jobs Near Me

#### Responsibilities:

- Enter data into Jio's computer systems
- Verify data for accuracy
- Organize and maintain data files
- Respond to customer queries
- Other data entry tasks as assigned

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#### Jio Careers

#### Requirements:

- Excellent typing skills
- Excellent attention to detail
- Proficient in Microsoft Office Suite

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 19, 2023

### Valid through

31.12.2023

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