

Jio Careers 2023 – Jobs In Mumbai – Data Entry Post

Job Location

Shop No A 5, Sukh Niwas, 3rd Pasta Ln, Colaba, 400005, Mumbai, Maharashtra, India

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

Base Salary

USD 13,000 - USD 18,000

Qualifications

12th / Graduate

Employment Type

Full-time

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

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

Description

Jio Recruitment 2023

As a Data Entry professional at Jio, you will be responsible for accurately and efficiently entering data into various systems and databases. Your role will involve maintaining data integrity, ensuring timely completion of assigned tasks, and supporting the organization's data management processes. Your attention to detail, organizational skills, and ability to work with speed will contribute to the smooth functioning of data operations.

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

Jio Jobs Near Me

Responsibilities:

1. **Data Entry:** Accurately enter and update data in designated systems, databases, and spreadsheets following established guidelines and procedures. Validate the accuracy and completeness of data entries to ensure data integrity. Perform regular quality checks to identify and correct errors or inconsistencies. Adhere to predefined productivity and accuracy targets.
2. **Documentation and Filing:** Maintain proper documentation and filing of data records. Organize physical and digital files to ensure easy retrieval and maintain confidentiality and security of sensitive information. Assist in preparing reports, presentations, and other documentation as required.
3. **Timely Completion:** Ensure timely completion of assigned data entry tasks, projects, and assignments. Prioritize work effectively to meet deadlines and manage workload efficiently. Collaborate with team members and supervisors to ensure smooth workflow and timely resolution of any issues or bottlenecks that may arise.

Hiring organization

Jio

Date posted

June 16, 2023

Valid through

31.12.2023

APPLY NOW

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

Jio Careers

Requirements:

- Excellent keyboarding skills with a high level of accuracy and speed.
- Strong attention to detail and ability to maintain data integrity.
- Proficiency in using computer applications, especially Microsoft Excel.
- Familiarity with data entry software and tools.
- Good organizational and time management skills.
- Strong communication skills, both written and verbal.

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

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

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