

## Jio Careers 2023 – Jobs In Mumbai – Data Entry Posts

### Job Location

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

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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

We are looking for a Data Entry Assistant to join our team and help us with our data entry needs. The ideal candidate will be a highly organized and detail-oriented individual with excellent typing skills. You will be responsible for entering data into our systems, as well as correcting and verifying data as needed.

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#### Jio Jobs Near Me

#### Responsibilities:

- Enter data into our systems accurately and efficiently
- Correct and verify data as needed
- Maintain data entry logs and reports
- Follow all data entry procedures and guidelines

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#### Jio Careers

#### Requirements:

- Excellent typing skills
- Strong attention to detail
- Ability to work independently and as part of a team

Proficient in Microsoft Office Suite

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

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### Hiring organization

Jio

### Date posted

July 13, 2023

### Valid through

31.12.2023

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