Jio Careers 2023 – Private Job – Free Job Alert – Data Entry Executive Post

Hiring organization
Jio

Date posted
May 18, 2023

Valid through
31.12.2023

APPLY NOW

Job Location
India
Remote work possible

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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

Jio, a leading telecommunications company, is seeking a detail-oriented and efficient individual to join our team as a Data Entry Executive. As a Data Entry Executive, you will be responsible for accurately entering and maintaining data in our systems. Your meticulousness, focus on quality, and ability to work with large volumes of data will contribute to the smooth operation of our data management processes.

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Jio Jobs Near Me

Responsibilities:

1. Data Entry and Verification: Enter and verify data accurately and efficiently into designated systems and databases. Ensure data integrity and perform regular quality checks to identify and correct errors. Maintain confidentiality and adhere to data security protocols.
2. Data Maintenance and Updates: Regularly update and maintain existing data records, ensuring information is current and accurate. Handle data cleansing and deduplication tasks to improve data quality. Assist in organizing and archiving data files for easy retrieval.
3. Reporting and Documentation: Generate reports and compile data as per the specified requirements. Prepare and maintain documentation related to data entry processes, standard operating procedures, and quality control measures. Assist in data analysis and provide insights to support decision-making processes.

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Requirements:

1. Attention to Detail: Excellent attention to detail and accuracy in data entry to ensure error-free records. Ability to work with large volumes of data without compromising quality.
2. Computer Proficiency: Proficient in using data entry software and tools. Familiarity with Microsoft Excel or other spreadsheet applications. Basic knowledge of databases and data management concepts.
3. Time Management: Strong time management skills to meet deadlines and manage multiple tasks simultaneously. Ability to prioritize workload effectively and work efficiently under minimal supervision.

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

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