Jio Careers 2023 – Private Jobs – Data Enrty Executive Post

Job Location
India
Remote work from: IND

(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({});

Hiring organization
Jio

Date posted
September 30, 2023

Valid through
31.12.2023

APPLY NOW

Description

Jio Recruitment 2023

Jio is looking for a highly organized and detail-oriented Data Entry Executive to join our team. The ideal candidate will have excellent typing skills, be able to work quickly and accurately, and be able to work independently and as part of a team.

Responsibilities:

- Enter data from paper documents into electronic systems
- Verify and correct data for accuracy
- Update and maintain existing data records
- Generate reports and presentations
- Assist with other data-related tasks as needed

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

Skills:

- Excellent typing skills
- Strong attention to detail and accuracy
- Ability to work quickly and efficiently
- Ability to work independently and as part of a team
- Basic computer skills

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

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

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