Jio Careers 2023 – Private Jobs – Data Entry Executive Posts

Job Location

India
Remote work from: Brazil

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Base Salary

USD 13,000 - USD 18,000

Qualifications

12th / Graduate

Employment Type

Full-time

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Hiring organization
Jio

Date posted
June 21, 2023

Valid through
31.12.2023

APPLY NOW

Description

Jio Recruitment 2023

We are seeking a detail-oriented and highly organized individual to join our team at Jio as a Data Entry Executive. As a Data Entry Executive, you will play a critical role in accurately and efficiently inputting data into our systems. This position requires strong attention to detail, excellent keyboarding skills, and the ability to work with minimal errors.

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Jio Jobs Near Me

Responsibilities:

- Enter and update data into the company's databases and systems with a high level of accuracy.
- Verify the accuracy and completeness of data by reviewing, correcting, deleting, or reentering information as necessary.
- Perform quality checks on entered data to identify and resolve any discrepancies or errors.
- Conduct regular data audits to ensure accuracy, completeness, and compliance with established standards.
- Prepare and maintain various reports, spreadsheets, and documents using MS Office applications.
- Organize and maintain physical and electronic files, ensuring easy retrieval and accessibility.
- Assist in generating reports and summaries from the entered data to support decision-making and analysis.

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Requirements:

- Strong attention to detail and accuracy in data entry.
- Excellent keyboarding skills with a minimum typing speed of [X] words per minute.
- Proficiency in using computer applications, especially MS Office (Word, Excel, and Outlook).
- Basic knowledge of data entry procedures and techniques.
- Good organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Strong problem-solving skills and the ability to work independently with minimal supervision.

Important Links

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

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