

## Jio Careers 2023 – Private Jobs – Data Entry Post

### Job Location

India  
Remote work from: IND

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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 is looking for a data entry operator to join our team. The ideal candidate will be a reliable and organized individual with excellent attention to detail and accuracy.

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#### Jio Jobs Near Me

#### Responsibilities:

- Enter data into Jio's databases from a variety of sources, including paper forms, spreadsheets, and electronic files.
- Verify the accuracy of data entry by comparing it to source documents.
- Resolve any data entry errors.
- Maintain accurate records of data entry activities.
- Assist with other data entry-related tasks as needed.

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#### Jio Careers

#### Requirements:

- Strong attention to detail and accuracy.
- Proficient in Microsoft Office Suite, especially Excel.
- Ability to work independently and as part of a team.

Ability to work in a fast-paced and deadline-oriented environment.

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

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### Hiring organization

Jio

### Date posted

June 28, 2023

### Valid through

31.12.2023

APPLY NOW

