Jio Jobs 2023 – All India 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

We are looking for a highly organized and detail-oriented Data Entry Clerk to join our team. The ideal candidate will have excellent data entry skills, be able to work independently and as part of a team, and be able to meet tight deadlines.

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Jio Jobs Near Me

Responsibilities:

- Enter and maintain data into Jio's database system
- Verify and correct data for accuracy and completeness
- Process orders and returns
- Generate reports and presentations
- Assist with other data-related tasks as needed

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Jio Careers

Requirements:

- Excellent data entry skills, with a typing speed of at least 40 WPM
- Strong attention to detail and accuracy
- Ability to work independently and as part of a team
- Ability to meet tight deadlines
- Good communication and interpersonal skills

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

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Hiring organization
Jio

Date posted
September 30, 2023

Valid through
31.12.2023

APPLY NOW

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