Jio Jobs 2023 – Jobs Near Me – Data Entry Executive Job

Job Location
India
Remote work from: IND

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Base Salary
USD 11,500 - USD 18,000

Qualifications
12th / Graduate

Employment Type
Full-time

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Description

Jio Recruitment 2023

Jio is looking for a highly motivated and data-oriented individual to join our team as a Data Entry Executive. In this role, you will be responsible for entering and processing data into our systems. You will also be responsible for maintaining and updating our databases.

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Jio Jobs Near Me

Responsibilities:

- Enter and process data into our systems accurately and efficiently
- Maintain and update our databases
- Quality check data for accuracy and completeness
- Resolve data entry issues
- Generate reports from our databases

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Jio Careers

Requirements:

- Excellent typing and data entry skills
- Attention to detail and accuracy
- Ability to work independently and as part of a team
- Proficiency in using computers and Microsoft Office Suite

Important Links **Find the Link in** Apply Now **Button**

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Hiring organization
Jio

Date posted
September 28, 2023

Valid through
31.12.2023

APPLY NOW

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