

Jio Recruitment 2023 – All India Job – Data Entry Executive Jobs

Hiring organization
Jio

Job Location

India
Remote work from: IND

Date posted
September 19, 2023

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Valid through
31.12.2023

Base Salary

USD 13,000 - USD 18,000

APPLY NOW

Qualifications

12th / Graduate

Employment Type

Full-time

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Description

Jio Recruitment 2023

Jio is looking for a highly motivated and detail-oriented Data Entry Executive to join our team. The ideal candidate will have strong organizational and typing skills, as well as experience with data entry software. In this role, you will be responsible for entering and maintaining data in our customer relationship management (CRM) system, as well as other back-office systems.

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Jio Jobs Near Me

Responsibilities:

- Enter and maintain data in Jio's CRM system and other back-office systems
- Process customer transactions and requests
- Generate reports and prepare invoices
- Assist with other data-related tasks, such as data cleaning and data analysis

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Jio Careers

Requirements:

- Strong organizational and typing skills
- Experience with data entry software, such as Microsoft Excel or Google Sheets

Ability to work independently and as part of a team

Important Links

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

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