

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

Hiring organization
Jio

Job Location

India
Remote work from: IND

Date posted
August 9, 2023

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Valid through
31.12.2023

Base Salary

USD 18,000 - USD 21,000

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Qualifications

12th / Graduate

Employment Type

Full-time

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Description

Jio Recruitment 2023

The Data Entry Executive is responsible for entering accurate and timely data into Jio's computer systems. This includes tasks such as entering customer information, product data, and sales data. The ideal candidate will be a highly accurate and detail-oriented individual with strong keyboarding skills.

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Jio Jobs Near Me

Responsibilities:

- Enter data into Jio's computer systems accurately and timely
- Verify data for accuracy
- Resolve data entry errors
- Maintain data entry logs
- Other duties as assigned

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Jio Careers

Requirements:

- High accuracy and attention to detail
- Strong keyboarding skills
- Proficient in Microsoft Office Suite

Important Links Ability to work independently and as part of a team

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

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