

## Jio Recruitment 2023 – Freshers Jobs – Data Entry Post

**Hiring organization**  
Jio

### Job Location

India  
Remote work from: IND

**Date posted**  
July 28, 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

The Data Entry Operator is responsible for entering and maintaining data in Jio's systems. This includes data from customer orders, product inventory, and financial transactions. The ideal candidate will be accurate, detail-oriented, and have a strong typing speed.

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#### Jio Jobs Near Me

#### Responsibilities:

- Enter and maintain data in a variety of systems
- Verify the accuracy of data
- Resolve data entry errors
- Create and maintain data entry reports
- Other data entry-related tasks as assigned

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#### Jio Careers

#### Requirements:

- Excellent typing speed
- Accuracy and attention to detail
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

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

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