

Jio Recruitment 2023 – Jobs In Mumbai – Data Entry Assistant Post

Hiring organization
Jio

Job Location

Shop No A 5, Sukh Niwas, 3rd Pasta Ln, Colaba, 400005, Mumbai, Maharashtra, India

Date posted
July 11, 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

We are looking for a Data Entry Assistant to join our team and help us with our data entry needs. The ideal candidate will be a highly organized and detail-oriented individual with excellent typing skills. You will be responsible for entering data into our systems, as well as correcting and verifying data as needed.

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Jio Jobs Near Me

Responsibilities:

- Enter data into our systems accurately and efficiently
- Correct and verify data as needed
- Maintain data entry logs and reports
- Follow all data entry procedures and guidelines

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Jio Careers

Requirements:

- Excellent typing skills
- Strong attention to detail
- Ability to work independently and as part of a team

Important Links

Proficient in Microsoft Office Suite

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

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