

Jio Recruitment 2023 – Jobs In Mumbai – Data Entry Posts

Hiring organization

Jio

Job Location

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

Date posted

June 24, 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 Data Entry Clerk to join our team and help us with our data entry needs. In this role, you will be responsible for entering data into our systems, ensuring that it is accurate and up-to-date.

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Jio Jobs Near Me

Responsibilities:

- Enter data into our systems, including customer information, product information, and financial data.
- Ensure that the data is accurate and up-to-date.
- Follow all data entry procedures and guidelines.
- Identify and correct data entry errors.
- Maintain a clean and organized work area.

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Jio Careers

Requirements:

- Excellent typing skills.
- Attention to detail.
- Ability to work independently and as part of a team.
- Ability to meet deadlines.

Basic computer skills.

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

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