Pidilite Careers 2023 – Jobs Alert – Data Entry Executive Posts

Hiring organization
Pidilite

Job Location
India
Remote work from: Brazil

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Date posted
June 13, 2023

Valid through
31.12.2023

Base Salary
USD 15,000 - USD 18,000

APPLY NOW

Qualifications
12th/Graduate

Employment Type
Full-time

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Description

Pidilite Recruitment 2023

As a Data Entry Executive at Pidilite, you will be responsible for accurately and efficiently entering and maintaining data into company systems and databases. Your attention to detail and organizational skills will be crucial in ensuring data integrity and completeness.

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Pidilite Jobs Near Me

Responsibilities:

1. Data Entry and Maintenance: Enter a variety of data into company systems and databases, including customer information, product details, sales data, and other relevant data sets. Verify the accuracy and completeness of data, making necessary corrections or adjustments as required. Ensure adherence to data entry standards and guidelines.
2. Data Quality Assurance: Perform regular data quality checks to identify and resolve any discrepancies, errors, or missing information. Collaborate with other team members to ensure data integrity and consistency across systems. Identify opportunities to streamline data entry processes and implement improvements to enhance efficiency and accuracy.
3. Documentation and Reporting: Maintain accurate and up-to-date documentation of data entry processes, guidelines, and procedures. Generate reports and summaries based on entered data as required by management. Assist in data analysis and presentation of findings to support decision-making processes.

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Requirements:

1. Data Entry Proficiency: Excellent typing speed and accuracy in data entry. Proficiency in using data entry software, spreadsheets, and database management systems. Attention to detail and ability to maintain high levels of accuracy even when working with large volumes of data.
2. Organizational Skills: Strong organizational skills to manage and prioritize multiple tasks and deadlines. Ability to work independently with minimal supervision and maintain focus and concentration during repetitive tasks. Strong time management skills to ensure timely completion of assigned tasks.
3. Communication and Teamwork: Good verbal and written communication skills to interact with team members and stakeholders. Ability to collaborate effectively within a team environment and contribute to the overall success of the data entry process. Willingness to seek assistance when needed and share knowledge and best practices with colleagues.

Important Links

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

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