Blinkit Careers 2023 – Job Alerts -Supervisors Post

Job Location
India
Remote work from: IND

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Base Salary
Rs. 12,000 - Rs. 18,000

Qualifications
12th Passed & Graduate

Employment Type
Full-time

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Hiring organization
Blinkit

Date posted
September 21, 2023

Valid through
30.09.2025

APPLY NOW

Description

Blinkit Recruitment 2023

We are seeking detail-oriented and motivated individuals to join our team as Data Entry Operators. As a Data Entry Operator, you will play a crucial role in maintaining accurate and up-to-date records in our database systems. This position requires excellent attention to detail, strong organizational skills, and the ability to work efficiently to meet deadlines. Whether you are a fresh graduate or have limited experience, this is a great opportunity to kick-start your career in data entry.

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Blinkit Careers

Responsibilities:

- Enter data accurately and efficiently into our database systems.
- Verify and review data for errors or inconsistencies, making necessary corrections.
- Ensure data integrity and maintain confidentiality of sensitive information.
- Follow established data entry procedures and guidelines.
- Retrieve and extract information from various sources as required.
- Perform regular data cleaning and validation to ensure accuracy and completeness.
- Assist in the development and improvement of data entry processes.
- Collaborate with team members to meet project deadlines and goals.
- Generate reports and provide data analysis as needed.
- Communicate effectively with team members and supervisors.

- Adhere to data entry and security policies to safeguard company information.
- Maintain proper documentation and record keeping of data entry activities.
- Respond promptly to data-related inquiries or requests from team members.

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Blinkit Jobs Near Me

Skills:

- **Skills and Qualifications:**
  1. High school diploma or equivalent qualification.
  2. Proven experience in data entry or a similar role is preferred but not mandatory for freshers.
  3. Excellent typing speed and accuracy.
  4. Strong attention to detail and ability to spot errors or inconsistencies.
  5. Proficient in using computer software and data entry tools.
  6. Familiarity with data entry procedures and guidelines.
  7. Strong organizational and time management skills.
  8. Ability to work independently and prioritize tasks.
  9. Good communication and interpersonal skills.
  10. Basic knowledge of MS Office applications (Word, Excel, Outlook).
  11. Ability to handle repetitive tasks efficiently.
  12. Willingness to learn and adapt to new technologies and systems.

Important Links

Find the Link in Apply Now Button

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