



<https://jobquest.jobsworld.com/job/jio-recruitment-2023-2-years-experience-required-data-entry-cum-back-office-posts/>

Jio Recruitment 2023 - 2+ Years Experience Required - Data Entry Cum Back Office Posts

Hiring organization
Jio

Job Location

India
Remote work from: India

Date posted
March 27, 2023

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Valid through
31.12.2025

Base Salary

Rs. 18,000 - Rs. 27,000

APPLY NOW

Qualifications

10th, 12th, Graduate

Employment Type

Full-time

Experience

2+ Years Experience Required

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Description

Jio Recruitment 2023

The Data Entry Cum Back Office post is responsible for keying in data from various sources into the computer system. S/he will also be responsible for performing back office activities such as handling correspondence, preparing reports, and maintaining records.

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Duties and Responsibilities:

- 1) Key in data from various sources into the computer system
- 2) Verify the accuracy of the data before entering it into the computer system
- 3) Perform back office activities such as handling correspondence, preparing reports, and maintaining records
- 4) Update records as and when required
- 5) Maintain confidentiality of information
- 6) Adhere to company policies and procedures

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Jio Jobs For Freshers

Requirements:

- 1) Proven experience as a data entry operator or back office assistant
- 2) Basic knowledge of computers and data entry software
- 3) Strong attention to detail
- 4) Good organizing and multitasking skills
- 5) Time management skills

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

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