Tata Steel Recruitment 2023 – Free Job Alert – Data Entry Executive Post

Hiring organization
Tata Steel

Date posted
July 3, 2023

Valid through
31.12.2025

APPLY NOW

Job Location
India
Remote work from: IND

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Base Salary
Rs. 19,000 - Rs. 30,000

Qualifications
12th Passed/Graduate

Employment Type
Full-time

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Description

Tata Steel Recruitment 2023

Position: Sales Executive (Data Entry)

Location: All india

Company Overview: We are a leading organization in [industry/sector] and we are currently seeking a motivated and detail-oriented Sales Executive to join our team. As a Sales Executive, you will play a crucial role in supporting our sales efforts and ensuring accurate data entry to maintain efficient operations. This position is ideal for freshers who are looking to start their career in sales and gain valuable experience in a dynamic and fast-paced environment.

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Tata Steel Careers

Responsibilities:

- Perform data entry tasks accurately and efficiently to update and maintain customer and sales databases.
- Support the sales team by entering sales orders, invoices, and customer information into the system.
- Ensure timely and accurate processing of sales-related documentation, such as purchase orders, contracts, and quotations.
- Collaborate closely with the sales team to gather and organize sales data,

generating reports and insights for analysis.
- Assist in maintaining sales records, tracking sales performance, and monitoring sales targets.
- Conduct regular data quality checks to ensure accuracy and integrity of sales data.
- Provide administrative support to the sales team, including scheduling appointments, coordinating meetings, and managing correspondence.
- Communicate effectively with internal teams and external stakeholders to resolve any data-related issues or discrepancies.

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Tata Steel Jobs Near Me

Skills:

- Excellent data entry skills with a high level of accuracy and attention to detail.
- Proficiency in using data entry software, spreadsheets, and CRM systems.
- Strong organizational and time management skills, with the ability to prioritize tasks effectively.
- Good written and verbal communication skills.
- Basic knowledge of sales processes and terminology.
- Ability to work both independently and collaboratively in a team environment.
- Problem-solving skills and the ability to troubleshoot data-related issues.
- Strong work ethic and commitment to maintaining confidentiality of sensitive information.

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Important Links

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

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