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Tata Steel Recruitment 2023 – Jobs Freshers -Data Entry Assistant Post

Hiring organization
Tata Steel

Job Location

India
Remote work possible

Date posted
June 22, 2023

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Valid through
31.12.2025

Base Salary

Rs. 15,000 - Rs. 30,000

APPLY NOW

Qualifications

12th Passed/Graduate

Employment Type

Full-time

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Description

Tata Steel Recruitment 2023

Job Title: Data Entry Assistant

Department: Information Technology

Reports to: Senior Data Entry Assistant

Summary:

We are looking for a highly motivated and detail-oriented Data Entry Assistant to join our team. The ideal candidate will be able to accurately enter data into our systems, troubleshoot any errors, and meet deadlines.

Responsibilities:

- Enter data into our systems from a variety of sources, including paper forms, spreadsheets, and online databases.
- Verify the accuracy of data entry.
- Troubleshoot any errors in data entry.
- Meet deadlines for data entry projects.
- Assist with other data-related tasks as needed

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Skills:

- Excellent typing skills.
- Attention to detail.
- Ability to work independently and as part of a team.
- Strong organizational skills.
- Proficiency in Microsoft Office Suite.

Qualifications:

- High school diploma or equivalent.
- 1-2 years of experience in data entry is preferred, but not required.
- Excellent English language skills.

Important Links

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

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