



<https://jobquest.jobsleworld.com/job/tata-steel-recruitment-2023-jobs-freshers-data-entry-post/>

## Tata Steel Recruitment 2023 – Jobs Freshers – Data Entry Post

**Hiring organization**  
Tata Steel

### Job Location

India  
Remote work possible

**Date posted**  
June 21, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

**Valid through**  
31.12.2025

### Base Salary

Rs. 15,000 - Rs. 30,000

APPLY NOW

### Qualifications

12th Passed/Graduate

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});  
(adsbygoogle = window.adsbygoogle || []).push({});

### Description

## Tata Steel Recruitment 2023

**Job Title:** Data Entry Operator

**Location:** Jamshedpur

**Reports To:** Head of IT

### Summary:

We are looking for a highly motivated and experienced Data Entry Operator to join our team. The ideal candidate will have a strong understanding of data entry procedures and be able to enter data accurately and efficiently. They will also be able to work independently and as part of a team to achieve data entry goals.

### Responsibilities:

- **Enter data into computer systems:** This includes entering data from a variety of sources, such as paper forms, spreadsheets, and databases.
- **Verify data for accuracy:** This includes checking data for errors and omissions.
- **Maintain data records:** This includes updating and organizing data records.
- **Other duties as assigned:** This may include assisting with data analysis and reporting.

(adsbygoogle = window.adsbygoogle || []).push({});

#### **Skills:**

- **Excellent typing skills:** This includes being able to type accurately and quickly.
- **Attention to detail:** This includes being able to identify and correct errors.
- **Organizational skills:** This includes being able to keep track of multiple tasks and deadlines.
- **Communication skills:** This includes being able to communicate effectively with both technical and non-technical audiences.

#### **Qualifications:**

- **High school diploma or equivalent:** This is required.
- **1+ years of experience in data entry:** This is preferred, but not required.
- **Proficiency in Microsoft Office Suite:** This is required.

#### **Important Links**

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});