

## UBS Bank Careers – Apply Online Job – Data Entry Assistant

**Hiring organization**  
UBS Bank

### Job Location

India  
Remote work from: India

**Date posted**  
March 1, 2023

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**Valid through**  
30.09.2023

### Base Salary

Rs. 15,000 - Rs. 20,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## UBS Bank Careers

The Data Entry Assistant is responsible for organizing and coordinating the office functions and activities.

### Apply Online

- Oversee the maintenance of office equipment and supplies
- Manage employee records
- Coordinate office activities and arrange appointments
- Provide secretarial and administrative support to management

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### Jobs For Freshers

Qualifications:

- High school diploma or equivalent
- Minimum of two years of office experience
- Strong organizational skills

Excellent communication and problem-solving abilities

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

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