



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

Vadilal Recruitment 2023 – 2+ Years Experience Required – Data Entry Cum Back Office Post

Hiring organization
Vadilal

Job Location

India
Remote work from: India

Date posted
April 3, 2023

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Valid through
31.12.2025

Base Salary

Rs. 22,000 - Rs. 29,000

APPLY NOW

Qualifications

12th Passed/Graduate

Employment Type

Full-time

Experience

2+ Years Experience Required

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Description

Vadilal Recruitment 2023

The Data Entry Cum Back Office post is a responsible for entering data into the computer system from source documents such as invoices, bills, shipping records, etc.

Vadilal Jobs For Freshers

The ideal candidate must be able to efficiently enter data while also paying attention to detail. The Data Entry Cum Back Office also performs other Back Office duties as needed.

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Vadilal Work From Home

Responsibilities:

- Entering data into the computer system from source documents
- Ensuring accuracy and attention to detail while entering data
- Perform other Back Office duties as needed

Qualifications:

- Prior experience in data entry

- Attention to detail
- Knowledge of Microsoft Office

Important Links

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

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