

WORK VAPOR

Job Link: <https://workvapor.in/jobs/data-entry-operator-3/>

DATA ENTRY OPERATOR

HIRING ORGANIZATION

Workforce Management Consultancy

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Pune, Maharashtra, India

DATE POSTED

? March 26, 2026

BASE SALARY

INR 400000 - INR 550000

DESCRIPTION

Job Title: Data Entry Operator / Data Operations
Handling data entry and operational tasks for accurate and timely reporting.

Organization: Confidential (Workforce Management Consultancy)

Location: Pune, Maharashtra

Employment Type: Full-time, Permanent

Salary: Up to 5.5 LPA

Openings: 30

Contact: Anushka – 8287990567 / Shubhani – 8595849767

About the Company

We provide workforce management solutions and are seeking skilled data operators to support our operational and analytical processes.

Job Overview

Looking for detail-oriented and experienced **Data Entry Operators** to manage data operations, reporting, and analysis. Night shift candidates only.

Key Responsibilities

- Perform accurate data entry and maintain databases
- Execute daily operational tasks related to data handling
- Support data analysis and reporting as required
- Maintain confidentiality and data integrity
- Assist in process improvements for data operations

Requirements / Eligibility

- Minimum 1 year of experience in data entry, data operations, or similar roles (Data Analyst experience is a plus)
- Comfortable working in night shifts
- Strong computer skills and MS Office proficiency
- High attention to detail and accuracy

Perks & Benefits

- Competitive salary up to 5.5 LPA
- Work in a structured operational environment
- Learning and growth opportunities

How to Apply

Call or WhatsApp **Anushka – 8287990567** or **Shubhani – 8595849767** to apply or schedule your interview.