

WORK VAPOR

Job Link: <https://workvapor.in/jobs/data-entry-operator-back-office-typing-freshers-eligible-%e2%82%b91-1-75-lpa-18-wpm-required/>

HIRING ORGANIZATION

Intelligent Image Management

EMPLOYMENT TYPE

Full-time, Part-time, Contractor

JOB LOCATION

INDIA

? Remote work from: INDIA

DATE POSTED

? February 19, 2026

DATA ENTRY OPERATOR – BACK OFFICE, TYPING, FRESHERS ELIGIBLE, ?1-1.75 LPA, 18+ WPM REQUIRED

BASE SALARY

INR 100000 - INR 175000

DESCRIPTION

Company: Intelligent Image Management

Position: Data Entry Operator

Industry: BPM / BPO

Location: Hybrid (Work From Home + On-site at Kolkata, West Bengal)

Employment Type: Full Time / Freelance / Homebased

Salary: ?1 – ?1.75 LPA

HR Contact: Prity Biswas – +91 8910325367

Email: Not Provided

Key Responsibilities:

- Perform accurate data entry and data processing tasks
- Verify and maintain data records as per company standards
- Ensure quality and accuracy while handling large datasets
- Support back-office operations and documentation work
- Maintain productivity and meet assigned targets

Skills & Eligibility:

- Freshers can apply (0–1 year experience)
- Minimum typing speed 18+ WPM with 85% accuracy
- Basic computer knowledge required
- HS / Undergraduate / Graduate eligible
- Must have desktop/laptop with active internet

Additional Information:

- Openings: 500 vacancies
- 1 month Work From Office, then Work From Home
- Free company training with training incentive
- Two fixed shifts available; Sunday fixed off
- No evening shift for female employees
- Interview Dates: 20 Feb – 28 Feb (10:30 AM – 6:30 PM)
- Walk-in Venue: 7th Floor, ECOSPACE BUSINESS PARK, New Town, Kolkata

How to Apply

Attend the walk-in interview or contact HR on WhatsApp/Call at **+91 8910325367**