WORK VAPOR

Job Link: https://workvapor.in/jobs/data-entry-typing-job-in-dhanbad-jharkhand/

DATA ENTRY TYPING

HIRING ORGANIZATION

Job Seeker | Paid Internship | Online Job's

JOB LOCATION

Dhanbad, NIL, Dhanbad, Jharkhand, India

EMPLOYMENT TYPE

Full-time, Part-time

BASE SALARY

INR 15,000 - INR 20,000

DESCRIPTION

"JSPIOJ" is a growing organization dedicated to providing efficient data management solutions. We're currently expanding our team and looking for enthusiastic freshers to join us in remote data entry positions.

Job Description

We are seeking detail-oriented individuals for remote data entry positions. This role is perfect for freshers looking to start their career in a flexible, work-from-home environment.

Responsibilities:

- Input data from various sources into company databases
- Ensure accuracy and completeness of entered data
- Meet daily data entry targets
- Maintain confidentiality of sensitive information
- Communicate with team members via online platforms

Requirements:

- High school diploma or equivalent
- Excellent typing skills (minimum 40 WPM)
- Basic computer proficiency (MS Office, Google Workspace)
- Strong attention to detail
- Reliable internet connection
- Ability to work independently and meet deadlines
- Good written and verbal communication skills in English

Preferred Skills (not mandatory):

- Previous data entry experience
- Familiarity with data entry software
- Basic understanding of data privacy practices

What We Offer:

- Flexible working hours
- Work-from-home opportunity
- Training and skill development
- Competitive salary for freshers
- Opportunity for career growth

How to Apply:

Please send your resume and a brief cover letter explaining why you’re interested in this position.

JSPIOJ is an equal opportunity employer. We value diversity and do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, or disability status.

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