

WORK VAPOR

Job Link: <https://workvapor.in/jobs/typing-and-formatting-specialist/>

HIRING ORGANIZATION

Typing and Formatting Specialist

EMPLOYMENT TYPE

Full-time, Part-time

BASE SALARY

INR 15,000 - INR 25,000

DATE POSTED

? December 31, 2024

VALID THROUGH

2026-07-17

TYPING AND FORMATTING SPECIALIST

JOB LOCATION

Dhanbad, NA, Dhanbad, Jharkhand, India

DESCRIPTION

- **Location:** Jharia, Dhanbad, Jharkhand 828111
- **Company Name:** Elite Typing Services
- **Employment Type:** Part-Time
- **Salary:** ?15,000 – ?20,000
- **Job Description:**
 - Convert handwritten documents into digital formats using MS Word.
 - Format and proofread documents for clarity and professional presentation.
 - Collaborate with the team for feedback and revisions.
 - Ensure compliance with company guidelines for all submissions.
 - A strong command of English and a typing speed of 40+ WPM is required.