



<https://govhelp.in/job/ceat-tyres-recruitment-2023-all-india-jobs-data-entry-cum-back-office-post/>

## Ceat Tyres Jobs 2023 – All India Jobs – Data Entry Cum Back Office Post

**Hiring organization**  
Ceat Tyres

### Job Location

India  
Remote work from: Brazil

**Date posted**  
May 26, 2023

**Valid through**  
31.12.2023

### Base Salary

USD. 10,000 - USD. 16,500

APPLY NOW

### Qualifications

12th Pass, Graduate,

### Employment Type

Full-time

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### Description

## Ceat Tyres Recruitment 2023

As a Data Entry cum Back Office professional, your primary responsibility will be to accurately enter and manage data into computer systems, ensuring the smooth functioning of administrative tasks and supporting back-office operations. Your attention to detail, organizational skills, and ability to handle large volumes of data will be crucial for success in this role.

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Ceat Tyres Careers

### Responsibilities:

#### 1. Data Entry:

- Enter data accurately and efficiently into computer systems.
- Verify data for accuracy and completeness.
- Maintain data integrity and ensure data confidentiality.
- Update and maintain databases and records as required.
- Perform regular data backups to ensure data security.

#### 2. Documentation and Filing:

- Organize and maintain physical and electronic files and records.
- Scan, photocopy, and file documents as needed.
- Retrieve and distribute documents to appropriate personnel.
- Ensure proper indexing and filing of documents for easy retrieval.

#### 3. Correspondence and Communication:

- Respond to inquiries, emails, and requests for information.
- Prepare and distribute correspondence, reports, and documents.
- Coordinate with internal teams and external stakeholders as necessary.
- Maintain professional and clear communication both internally and externally.

#### 4. **Back Office Support:**

- Assist with administrative tasks such as scheduling appointments, managing calendars, and coordinating meetings.
- Support back-office operations by handling routine tasks and ensuring timely completion.
- Assist in inventory management and procurement processes.
- Collaborate with team members to streamline workflows and improve efficiency.

#### 5. **Quality Assurance:**

- Conduct data quality checks to identify and resolve any discrepancies or errors.
- Ensure compliance with data entry and documentation standards.
- Collaborate with team members to implement process improvements.

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Ceat Tyres Jobs Near Me

#### **Qualifications:**

- High school diploma or equivalent qualification.
- Proven experience in data entry or administrative roles.
- Proficiency in computer applications and data entry software.
- Excellent typing speed and accuracy.
- Strong attention to detail and ability to spot errors.
- Good organizational and time management skills.

#### **Important Links**

Effective verbal and written communication skills

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

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