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## Data Entry Executive – Job Vacancy Near Me – JSW Steel Company Hiring Vacancy

**Hiring organization**  
JWS Steel

### Job Location

India  
Remote work from: IND

**Date posted**  
January 27, 2024

**Valid through**  
31.08.2024

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### Base Salary

USD. 11 - USD. 22

APPLY NOW

### Qualifications

12th Pass, Graduate

### Employment Type

Full-time

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### Description

## Data Entry Executive

As a Data Entry Executive at JSW Steel, you will play a crucial role in maintaining accurate and timely data for various departments within the company. You will be responsible for entering, verifying, and processing information from diverse sources, ensuring data integrity and compliance with company standards.

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### JWS Steel Jobs For Freshers

#### Responsibilities:

- Accurately and efficiently enter data into various systems, maintaining high levels of quality and adherence to established procedures.
- Verify the accuracy and completeness of data, identifying and correcting any errors or inconsistencies.
- Process incoming documents and forms, extracting relevant information for data entry.
- Generate reports and summaries based on entered data, ensuring clarity and accuracy.
- Maintain data confidentiality and security, following all company protocols.
- Collaborate with other departments and teams to ensure smooth data flow and information exchange.

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## JWS Steel Jobs Near Me

### Skills:

- Excellent typing skills and data entry accuracy.
- Strong attention to detail and ability to focus on repetitive tasks.
- Proficient in computer skills, including MS Office Suite (Word, Excel, PowerPoint) and basic data entry software.
- Excellent communication and interpersonal skills, with the ability to work effectively both independently and as part of a team.
- Good problem-solving skills and ability to identify and rectify errors in data.
- Bachelor's degree in any relevant field (preferred) or equivalent work experience.

### Tags:

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