

<https://govhelp.in/job/rosneft-career-for-data-entry-post/>

Rosneft Career for Data Entry Post

Job Location

Russia

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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Base Salary

USD. 45 - USD. 63

Qualifications

Bachelor's degree in any field

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Employment Type

Full-time, Part-time

Description

Job Title: Data Entry Clerk

Job Summary:

The Data Entry Clerk is responsible for accurately and efficiently entering data into Rosneft's database, maintaining data integrity, and performing various administrative tasks to support the organization's operations.

Key Responsibilities:

Data Entry:

Hiring organization

Rosneft

Date posted

July 30, 2024

Valid through

31.12.2024

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Enter data into Rosneft's database with high accuracy and efficiency, meeting productivity and quality standards.

- Review and verify data for accuracy and completeness
- Identify and correct errors or discrepancies in data entry
- Maintain data integrity by ensuring data is up-to-date and consistent across systems

Data Management:

Organize and maintain electronic and physical files, ensuring data is easily accessible and retrievable.

- Develop and implement effective filing systems for electronic and physical documents
- Ensure data is properly backed up and stored in accordance with Rosneft's data retention policies

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Administrative Support:

Provide administrative support to Rosneft's teams, including preparing reports, responding to queries, and performing other tasks as required.

- Prepare reports and documents as requested by management
- Respond to internal and external queries in a timely and professional manner
- Perform other administrative tasks as required, such as photocopying, scanning, and filing

Requirements:

Education:

High school diploma or equivalent required; post-secondary education in a related field (e.g., business administration, computer science) an asset.

Experience:

1-2 years of experience in data entry or a related field; experience in the oil and gas industry an asset.

Skills:

Strong keyboarding skills (minimum 40 wpm); proficiency in Microsoft Office, particularly Excel; attention to detail and high accuracy; excellent organizational and time management skills; ability to work in a fast-paced environment.

Language:

Fluency in English; knowledge of Russian an asset.

Working Conditions:

The Data Entry Clerk will work in a fast-paced office environment, with frequent deadlines and multiple priorities.

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