



<https://govhelp.in/job/tata-steel-career-work-from-home-jobs-data-entry-clerk-posts/>

Tata Steel Career – Work From Home Jobs – Data Entry Clerk Posts

Job Location

India

Remote work from: IN; US; AU; NZ; DK; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; 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. 14 - USD. 24

Qualifications

12th Pass, Graduate, Post Graduate

Employment Type

Full-time, Work From Home

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Description

Tata Steel Career

Join Tata Steel: Be a Data Entry Champion!

About Tata Steel

Tata Steel is a leading steel company in India, building the nation for over 100 years! We're known for making high-quality steel and for being a responsible employer. As a Data Entry Clerk at Tata Steel, you'll be a part of this exciting journey!

The Position: Data Entry Clerk

Are you good at entering information into a computer? Do you have a keen eye for detail? If so, then the Data Entry Clerk position at Tata Steel might be the perfect fit for you! In this role, you'll play a vital role in keeping our company information organized and accurate.

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What You'll Do (Key Responsibilities):

- Enter data into computer systems, such as customer information, orders, or inventory.

Hiring organization

Tata Steel

Date posted

April 12, 2024

Valid through

31.12.2024

APPLY NOW

- Proofread your work carefully to make sure everything is spelled correctly and entered accurately.
- Organize and maintain computer files and folders.
- May answer basic questions over the phone or email.

Qualities We're Looking For (Skills and Qualifications):

- Excellent computer skills, especially with typing and data entry programs.
- Strong attention to detail and accuracy.
- Ability to work independently and meet deadlines.
- Good communication and organizational skills.
- A positive attitude and willingness to learn.

Welcome Aboard, Fresher or Experienced!

Whether you're a recent graduate or have some experience in data entry, we encourage you to apply! We provide excellent training for all our employees, so you'll have the support you need to succeed.

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Why Join Tata Steel? Here's the Inside Scoop (Benefits & Environment):

- **Competitive Salary and Benefits Package:** We offer a salary that's fair and competitive, along with benefits like health insurance, paid time off, and a provident fund.
- **Learning and Development:** We believe in investing in our employees! You'll have opportunities to learn new skills and grow your career through training programs and workshops.
- **Positive Work Environment:** We strive to create a work environment that's respectful, supportive, and collaborative. You'll be working with a team of friendly and helpful colleagues.
- **Be Part of Something Big:** At Tata Steel, you'll be contributing to a company that's making a real difference in the world. We're committed to sustainability and giving back to the communities we serve.

How to Apply:

Visit the Tata Steel careers website (<https://www.tatasteel.com/careers/>) to see if there are any Data Entry Clerk openings currently available. If so, follow the instructions to submit your application.

Ready to Make a Difference? Join Us!

We're looking for enthusiastic and detail-oriented individuals to join our team. If you're looking for a stable career with a great company, then apply today!

General Overview:

As a Data Entry Clerk at Tata Steel, you'll be the information hero! You'll ensure our data is accurate and organized, which helps keep the company running smoothly. It's a great way to develop your computer skills, attention to detail, and accuracy.

Duties and Responsibilities (More Details):

- You'll use different computer programs to enter data, so being comfortable with technology is a plus.
- Proofreading involves checking your work carefully for any typos or mistakes. It's like being a detective for tiny errors!
- Organizing files and folders is like keeping your desk tidy – it helps everyone find what they need quickly and easily.
- Answering basic questions might involve helping colleagues or customers with simple inquiries.

Join the Tata Steel team and be a part of our success story! We look forward to hearing from you!

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