



<https://jobroll.govhelp.in/job/ecom-express-recruitment-2023-jobs-for-freshers-data-entry-executive-posts/>

Ecom Express Recruitment 2023 – Jobs For Freshers – Data Entry Executive Posts

Hiring organization
Ecom Express

Job Location

India
Remote work from: India

Date posted
August 23, 2023

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Valid through
31.12.2023

Base Salary

USD 16,000 - USD 30,000

APPLY NOW

Qualifications

12th Passed

Employment Type

Full-time

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Description

Ecom Express Recruitment 2023

The Data Entry Executive is responsible for accurately and efficiently entering data into Ecom Express's systems. This includes data such as customer orders, shipping information, and inventory levels. The Data Entry Executive must be able to work independently and as part of a team, and must be able to meet deadlines under pressure.

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Ecom Express Jobs Near Me

Responsibilities:

- Enter customer orders into Ecom Express's systems
- Enter shipping information into Ecom Express's systems
- Enter inventory levels into Ecom Express's systems
- Verify the accuracy of data entered into Ecom Express's systems
- Respond to customer inquiries about order status
- Work with other departments to ensure the smooth flow of data
- Meet deadlines under pressure

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Ecom Express Careers

Skills:

- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Ability to handle multiple tasks simultaneously.
- Proficient in Microsoft Office Suite.
- Experience with delivery management software.

Qualifications:

- High school diploma or equivalent
- 1+ year of experience in data entry
- Strong typing and data entry skills
- Excellent attention to detail
- Ability to work independently and as part of a team

Important Links Ability to meet deadlines under pressure **Find the Link in [Apply Now](#) Button**

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