Tata Steel Recruitment 2023 – Jobs Near Me – Data Entry Cum Back Office Post

Hiring organization
Tata Steel

Job Location
India
Remote work from: India

Date posted
August 29, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

Valid through
31.12.2023

Base Salary
USD 18,000 - USD 25,000

APPLY NOW

Qualifications
Graduate

Employment Type
Full-time

(adsbygoogle = window.adsbygoogle || []).push({});
(adsbygoogle = window.adsbygoogle || []).push({});

Description

Tata Steel Recruitment 2023

The Data Entry Cum Back Office Executive is responsible for entering, processing, and maintaining data in a variety of systems and databases. The ideal candidate will have strong typing and data entry skills, as well as experience with Microsoft Office Suite applications.

(adsbygoogle = window.adsbygoogle || []).push({});

Tata Steel Jobs Near Me

Responsibilities:

- Enter and process data into a variety of systems and databases.
- Maintain accurate and up-to-date records.
- Generate reports and other documentation.
- Provide customer service support.
- Perform other duties as assigned.

(adsbygoogle = window.adsbygoogle || []).push({});

Tata Steel Careers

Skills:

- Strong sales and negotiation skills

- Excellent customer service skills
- Ability to build and maintain relationships
- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team

Qualifications:

- High school diploma or equivalent.
- 1+ years of experience in data entry or a related field.
- Strong typing and data entry skills.
- Experience with Microsoft Office Suite applications.
- Excellent customer service skills.
- Ability to work independently and as part of a team.
- Attention to detail and accuracy.

Important Links

Find the Link in Apply Now Button

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});