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Amazon Careers – Fast Job Search – Data Entry

Job Location

India
Remote work from: IN

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Base Salary

USD 18\$ - USD 24\$

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Job Title: Data Entry Specialist
Location: Remote / On-site (as per company requirement)
Department: Operations / Data Management
Company: Amazon

Job Overview:

Amazon is seeking a detail-oriented and organized Data Entry Specialist to join our team. The ideal candidate will be responsible for accurately inputting and managing data, ensuring its quality and integrity. This role is vital for maintaining our databases and supporting smooth business operations. Candidates must be able to work efficiently and handle large volumes of data while adhering to company guidelines and deadlines.

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Key Responsibilities:

- Input, update, and maintain various data into the company's systems with high accuracy and efficiency.
- Verify and correct data discrepancies or errors in a timely manner.
- Ensure data integrity by regularly cross-referencing entries and identifying inconsistencies.
- Collaborate with team members to ensure smooth workflow and adherence to deadlines.
- Assist in data audits, generating reports, and ensuring compliance with data protection policies.
- Maintain confidentiality and handle sensitive information responsibly.

Hiring organization

Amazon

Date posted

September 17, 2024

Valid through

31.12.2024

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- Follow established procedures for data handling and storage.
- Proactively identify and suggest improvements to streamline data entry processes.

Qualifications and Skills:

- **Educational Background:** High school diploma or equivalent required. A bachelor's degree is a plus.
- **Experience:** Prior experience in data entry, data management, or a similar role is preferred but not mandatory. Freshers with a keen eye for detail are encouraged to apply.
- **Skills Required:**
 - Proficiency in MS Office, especially Excel.
 - Familiarity with data management software (e.g., databases, spreadsheets).
 - Excellent typing speed with high accuracy.
 - Strong attention to detail and organizational skills.
 - Ability to manage time effectively and handle multiple tasks simultaneously.
 - Strong communication skills and ability to work as part of a team.

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Additional Information:

- **Work Hours:** Full-time / Part-time depending on role requirements.
- **Benefits:** Competitive salary, health benefits, paid time off, employee discounts, and opportunities for career growth.
- **Application Process:** Interested candidates should submit their updated resume and a cover letter through the Amazon Careers portal. Shortlisted candidates will be contacted for further assessments.

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