



<https://targetjob.govhelp.in/job/big-basket-careers-for-data-entry-assistant-post/>

Big Basket Careers For Data Entry Assistant Post

Job Location

India

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 20,000 - USD 30,000

Qualifications

10th/12th, Graduate, Post Graduate

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Employment Type

Full-time, Part-time

Description

Big Basket Careers For Data Entry Assistant Post

Position: Data Entry Assistant

Location: Work From Home / On-Site

About the Job

Big Basket is looking for detail-oriented and organized individuals to join our team as Data Entry Assistants. This role is ideal for those who enjoy working with data and want to contribute to our growing online grocery platform. As a Data Entry Assistant, you will be responsible for accurately entering and managing data related to products and orders.

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Key Responsibilities

- Enter and update product information in the database accurately.
- Maintain and organize data files and records.

Hiring organization

Big Basket

Date posted

October 1, 2024

Valid through

31.12.2024

APPLY NOW

- Review and verify data for accuracy and completeness.
- Assist in generating reports based on the entered data.
- Collaborate with team members to resolve data-related issues.
- Ensure compliance with company policies and data entry standards.

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Requirements

- High school diploma or equivalent; a Bachelor's degree is a plus.
- Previous experience in data entry or a related field is preferred.
- Strong attention to detail and accuracy.
- Good typing speed and proficiency in Microsoft Office, especially Excel.
- Ability to work independently and manage time effectively.
- Strong communication skills.

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Benefits

- Competitive salary and performance-based incentives.
- Flexible working hours and the option to work from home.
- Opportunities for career growth and skill development.
- Health and wellness benefits.
- A supportive and collaborative work environment.

How to Apply

If you are interested in this opportunity, please apply through our official site. We look forward to your application!

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Important Links

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