



<https://targetjob.govhelp.in/job/honda-career-for-data-entry-assistant-post/>

Honda Career 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 10,000 - USD 15,000

Qualifications

10th/12th, Graduate, Post Graduate

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Employment Type

Full-time, Part-time

Description

Honda Careers For Data Entry Assistant Post

Position: Data Entry Assistant

Location: Work From Home

About the Job

Honda is hiring a Data Entry Assistant to join our team. This role is ideal for someone who enjoys working with data and has strong typing skills. You will work from home, helping the team with accurate data entry and record maintenance.

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Key Responsibilities

- Enter and update data into company databases.
- Review data for accuracy and correct any errors.
- Organize and maintain digital records and files.
- Assist with data collection and reporting tasks.
- Ensure timely completion of daily and weekly data entry goals.
- Collaborate with other departments to gather necessary information.

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Hiring organization

Honda

Date posted

September 30, 2024

Valid through

31.12.2024

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Requirements

- High school diploma or equivalent.
- Basic computer knowledge and familiarity with MS Office.
- Good typing speed and attention to detail.
- Ability to work independently and manage time effectively.
- Previous data entry experience is a plus, but not required.
- Strong communication skills.

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Benefits

- Competitive salary and bonuses.
- Flexible work-from-home options.
- Opportunity for career development and learning.
- Health and wellness benefits.
- Friendly and supportive work environment.

How to Apply

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

Feel free to tweak this job description as needed!

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Important Links

Find the Link in [Apply Now](#) Button

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