Airtel Careers – Highest Paying Jobs – Job Recruitment For Supervisors

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 14 - USD 22

Qualifications
Graduate, Post Graduate

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Employment Type
Full-time

Description

Airtel Recruitment 2024

Airtel, a leading telecommunications provider in India, is searching for a detail-oriented and organized individual to join our team as a Data Entry Operator. In this remote role, you'll play a vital role in ensuring the accuracy and efficiency of our data management systems.

Why Join Airtel for this Role?

This position offers an excellent opportunity to build a career in a dynamic and fast-paced industry. You'll gain valuable experience working with large data sets, contribute to the smooth operation of our business, and be part of a team dedicated to innovation and excellence. As a remote worker, you'll enjoy the flexibility of working from the comfort of your own home while collaborating with colleagues across the country.

Job Summary

We are seeking a highly motivated and meticulous Data Entry Operator to meticulously enter and maintain data in our digital databases. You'll be responsible for a variety of tasks, including transcribing information from various sources, verifying data accuracy, and ensuring data integrity. This role requires a strong attention to detail, excellent typing skills, and the ability to work independently while meeting deadlines.

Hiring organization
Airtel

Date posted
March 22, 2024

Valid through
31.12.2024

APPLY NOW

Airtel Jobs Near Me

Key Responsibilities:

- Accurately enter data from various sources, such as paper forms, scanned documents, and online applications, into our designated software programs.
- Verify the accuracy of entered data by cross-checking it against source documents and identifying any inconsistencies.
- Research and resolve discrepancies in data to ensure its completeness and validity.
- Organize and categorize data according to established protocols.
- Update existing data in our databases to maintain its accuracy and reflect any changes.
- Generate reports and summaries based on the entered data, if required.
- Maintain data security and confidentiality by adhering to company policies and procedures.
- Perform other data-related tasks as assigned.

Required Skills and Qualifications:

- High school diploma or equivalent.
- Minimum typing speed of 40 words per minute (wpm) with accuracy.
- Strong attention to detail and ability to work meticulously.
- Excellent computer skills with proficiency in data entry software (e.g., MS Office Suite).
- Ability to work independently and manage time effectively to meet deadlines.
- Excellent communication and interpersonal skills.
- Proficient in English (written and spoken).

Experience:

- Experience in a data entry role or a similar administrative position is preferred, but not mandatory.

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Why Join Airtel?

Airtel offers a competitive compensation package, a positive and collaborative work

environment, and opportunities for professional development. As a remote worker, you'll enjoy the flexibility of working from home while still being part of a supportive and engaged team. Here are some additional benefits of joining Airtel:

- Competitive salary and benefits package
- Comprehensive health insurance coverage
- Paid time off and vacation days
- Opportunities for career growth and development
- Positive and collaborative work environment
- Remote work flexibility

Application Process

To apply for this position, please submit your resume and cover letter online through our careers portal. In your cover letter, please highlight your relevant skills and experience, and explain why you're interested in this role at Airtel.

We look forward to hearing from you!

Join Airtel and Build a Rewarding Career!

Airtel is a company that values its employees and is committed to providing a positive and supportive work environment. In this role, you'll have the opportunity to make a real difference by contributing to the smooth operation of our business. If you're a detail-oriented individual who thrives in a fast-paced environment, we encourage you to apply!

General Overview

This Data Entry Operator position at Airtel is a great opportunity for individuals who are looking for a remote work role in a dynamic and growing industry. It offers the chance to develop valuable data management skills, contribute to a successful organization, and enjoy a flexible work schedule.

We encourage you to apply if you possess the necessary skills and qualifications and are interested in a rewarding career at Airtel.

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