Britannia Recruitment 2023-24 – All India Jobs – Data Entry Executive Post

Hiring organization
Britannia

Job Location
India
Remote work from: IND

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

Date posted
December 28, 2023

Valid through
31.08.2024

APPLY NOW

Base Salary
USD 12,300 - USD 19,500

Qualifications
12th/ Graduate

Employment Type
Full-time

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

Description

Britannia Recruitment 2023-24

As a Data Entry Executive at Britannia, you'll play a crucial role in maintaining accurate and up-to-date records within our systems. Your meticulous attention to detail and efficient data entry skills will ensure smooth operations and informed decision-making across various departments.

Britannia Careers

Responsibilities:

- Accurately enter data from various sources like invoices, purchase orders, customer forms, and surveys into designated systems.
- Proofread and verify entered data for accuracy and completeness.
- Maintain and update master data files for products, customers, and suppliers.
- Generate reports and perform basic data analysis as required.
- Respond to internal inquiries and requests for information.
- Adhere to company data security and privacy policies.

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

Britannia Jobs near me

Skills:

- Minimum Bachelor's degree in any discipline or equivalent.
- Excellent typing skills with proficiency in data entry software like MS Excel and data management systems.
- Strong attention to detail and a keen eye for accuracy.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team in a fast-paced environment.
- Strong computer skills and familiarity with various software applications.

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

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

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