



<https://jobable.govhelp.in/job/britannia-recruitment-2023-24-all-india-jobs-data-entry-executive-post/>

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

### Job Location

India  
Remote work from: IND

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### Base Salary

USD 12,300 - USD 19,500

### Qualifications

12th/ Graduate

### Employment Type

Full-time

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### 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.

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### Britannia Jobs near me

### Skills:

### Hiring organization

Britannia

### Date posted

December 28, 2023

### Valid through

31.08.2024

APPLY NOW

- 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.

#### Important Links

Strong computer skills and familiarity with various software applications

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

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