Byjus Recruitment 2024 – Vacancy Job Alert – Data Entry Assistant Post

Hiring organization
Byjus

Date posted
January 10, 2024

Valid through
31.08.2024

APPLY NOW

Job Location
India
Remote work from: IND

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Base Salary
USD 11,300 - USD 18,500

Qualifications
12th/ Graduate

Employment Type
Full-time

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Description

Byjus Recruitment 2024

Byju's is India's leading ed-tech company, revolutionizing the way students learn and prepare for exams. With a diverse range of engaging online learning programs and content, Byju's empowers students of all ages to achieve their academic goals. As a Data Entry Assistant, you'll play a crucial role in ensuring accurate and efficient data management, supporting Byju's mission to deliver exceptional learning experiences.

Byjus Careers

Responsibilities:

- Accurately enter and maintain student, course, and financial data into Byju's systems.
- Verify and process invoices, payments, and other financial documents.
- Prepare and distribute reports as required.
- Process student enrollments and registrations.
- Manage student accounts and update information as needed.
- Respond to basic student inquiries and provide relevant information.
- Maintain a clean and organized work environment.
- Follow Byju's data security and privacy protocols.

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Byjus Jobs near me

Skills:

- Minimum High School diploma or equivalent (freshers welcome!).
- Strong attention to detail and accuracy in data handling.
- Excellent typing skills and proficiency in MS Office Suite (Word, Excel, PowerPoint).
- Basic computer skills and familiarity with data entry software are preferred.
- Ability to work independently and as part of a team in a fast-paced environment.
- Strong organizational and time management skills.
- Good communication and interpersonal skills.

Important Links **Find the Link in Apply Now Button**

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