Colgate Job Vacancy – Private Jobs – Data Entry Executive Posts

Hiring organization
Colgate

Job Location
India
Remote work from: IN

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Date posted
March 17, 2024

Base Salary
USD 10 - USD 22

Valid through
31.08.2024

APPLY NOW

Qualifications
Graduate, 12th

Employment Type
Full-time

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Description

Colgate Recruitment 2024

In this role, you'll play a vital part in supporting Colgate's operations by ensuring the accuracy and efficiency of our data entry processes. You'll be responsible for inputting and maintaining a variety of data in our systems, contributing to the smooth functioning of our business.

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Colgate Careers

Responsibilities:

- Meticulously enter and update data into our internal systems, adhering to strict accuracy standards.
- Classify and categorize data according to established protocols.
- Maintain data integrity by identifying and correcting any errors or inconsistencies.

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Colgate Jobs Near Me

Skills:

- Strong typing skills with a high degree of accuracy and speed.
- Excellent attention to detail and ability to work independently with minimal supervision.
- Proficient in computer literacy and familiar with data entry software (e.g., Microsoft Excel).
- Excellent organizational skills and the ability to prioritize tasks effectively.

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