



<https://jobable.govhelp.in/job/medplus-recruitment-2024-latest-job-notification-data-entry-assistant-post/>

Medplus Recruitment 2024 – Latest Job Notification – Data Entry Assistant Post

Hiring organization
Medplus

Job Location

India
Remote work from: IND

Date posted
January 10, 2024

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Valid through
31.08.2024

Base Salary

USD 11,300 - USD 18,000

APPLY NOW

Qualifications

12th/ Graduate

Employment Type

Full-time

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Description

Medplus Recruitment 2024

As a Data Entry Assistant at Medplus, you'll play a crucial role in maintaining accurate and up-to-date information for our pharmacy operations. You'll be responsible for entering and processing various types of data, ensuring its integrity and completeness.

Medplus Careers

Responsibilities:

- Accurately enter and update customer and patient information into our database systems.
- Process pharmacy orders and medication data, ensuring correct product codes and pricing.
- Verify insurance information and claims, following strict data security protocols.
- Maintain and update inventory records, tracking stock levels and product expiry dates.
- Respond to inquiries from internal teams and ensure timely data retrieval.
- Adhere to Medplus' data quality standards and maintain meticulous attention to detail.

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Medplus Jobs near me

Skills:

- Minimum Bachelor's degree in any discipline or equivalent diploma.
- Excellent typing skills with accuracy and speed.
- Strong computer skills and proficiency in data entry software.
- Keen eye for detail and ability to identify and rectify errors.
- Good organizational and time management skills to handle multiple tasks simultaneously.
- Strong communication skills to interact effectively with colleagues and customers.
- Ability to work independently and as part of a team in a fast-paced environment.

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

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