

Mondelez Recruitment 2024 – Fast Job – Data Entry Executive Post

Hiring organization
Mondelez

Job Location

India
Remote work from: IND

Date posted
December 29, 2023

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Valid through
31.08.2024

Base Salary

USD 13,500 - USD 18,000

APPLY NOW

Qualifications

12th/ Graduate

Employment Type

Full-time

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Description

Mondelez Recruitment 2024

As our Data Entry Executive, you'll be the maestro of snackable data, ensuring the smooth flow of information that keeps our operations running like a well-oiled machine. From accurately entering sales figures and inventory levels to meticulously processing invoices and customer orders, you'll wear many hats, becoming the backbone of our data accuracy and a vital contributor to Mondelez's continued success.

Mondelez Careers

Responsibilities:

- Accurately and efficiently enter data from various sources (invoices, reports, forms) into designated systems.
- Liaise with internal teams (sales, finance, logistics) to clarify data discrepancies and ensure data integrity.
- Maintain organized records and documentation, ensuring easy retrieval and traceability of information.
- Perform data verification and quality checks to identify and rectify errors promptly.
- Adhere to strict data security protocols and maintain confidentiality of sensitive information.
- Generate reports and summaries as needed, providing valuable insights for operational decision-making.
- Stay up-to-date on data entry best practices and procedures, adapting to new systems and tools readily.

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Mondelez Jobs near me

Skills:

- Minimum High Secondary Certificate (HSC) or equivalent qualification (experience in data entry or similar roles is a plus!).
- Excellent typing skills and a keen eye for detail, ensuring accuracy in data entry tasks.
- Strong computer proficiency, adept at navigating various data entry software and systems.
- The ability to work independently and as part of a team in a fast-paced environment.
- Excellent communication and interpersonal skills, able to collaborate effectively with diverse stakeholders.
- A positive and proactive attitude with a strong commitment to accuracy and efficiency.

Important Links The ability to learn quickly and adapt to new procedures and systems. **Find the Link in [Apply Now](#) Button**

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