

<https://jobable.govhelp.in/job/whitehat-jr-recruitment-2024-job-vacancy-near-me-data-entry-assistant-post/>

## Whitehat JR Recruitment 2024 – Job Vacancy Near Me – Data Entry Assistant Post

**Hiring organization**  
Whitehat JR

### Job Location

India  
Remote work from: IND

**Date posted**  
December 29, 2023

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**Valid through**  
31.08.2024

### Base Salary

USD 12,700 - USD 18,000

APPLY NOW

### Qualifications

12th/ Graduate

### Employment Type

Full-time

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### Description

## Whitehat JR Recruitment 2024

As a Data Entry Assistant in the Whitehat Jr Program, you will play a vital role in supporting the learning experience of our young coding enthusiasts. You will be responsible for accurately and efficiently entering data related to student progress, course completion, and other administrative tasks.

## Whitehat JR Careers

### Responsibilities:

- Enter student data accurately and timely into designated systems (e.g., student information, course enrollments, progress reports).
- Maintain and update student records, ensuring data integrity and completeness.
- Process invoices and payments related to Whitehat Jr courses.
- Generate reports and summaries as needed, providing valuable insights for program optimization.
- Answer basic inquiries from parents and students regarding data-related matters.
- Liaise with internal teams (e.g., program coordinators, customer support) to ensure smooth data flow and address any discrepancies.
- Adhere to data security protocols and maintain confidentiality of sensitive information.
- Stay up-to-date on program procedures and data entry best practices.

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## Whitehat JR Jobs near me

### Skills:

- Minimum [High School Diploma/Equivalency] (specific educational requirements may vary).
- Excellent typing skills and a keen eye for detail.
- Proficient in computer applications (e.g., Microsoft Office Suite).
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.

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

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