Amazon Recruitment 2024 – Work From Home – Data Entry Executive post

Job Location
India
Remote work from: IND

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Base Salary
USD 11,500 - USD 19,500

Qualifications
12th pass/Graduate.

Employment Type
Full-time, Work From Home

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Description

Amazon Recruitment 2024

We are seeking a detail-oriented and highly organized Data Entry Executive to join our dynamic team at Amazon Posts. As a Data Entry Executive, you will play a crucial role in maintaining and updating accurate information in our databases, ensuring the seamless flow of data across various departments. If you are someone with a keen eye for accuracy, excellent organizational skills, and a passion for contributing to the success of a fast-paced organization, we invite you to apply for this exciting opportunity.

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Responsibilities:

- **Data Entry and Management:**
    - Accurately input and update data into our systems, ensuring data integrity and completeness.
    - Regularly audit and verify data to identify and correct discrepancies or inconsistencies.
    - Collaborate with team members to streamline data processes and improve overall efficiency.
- **Quality Assurance:**
    - Conduct regular quality checks on data inputs to maintain a high level of accuracy.
    - Identify and rectify errors promptly to ensure data reliability for business operations.
    - Implement data validation protocols to uphold the integrity of our databases.
- **Documentation and Reporting:**

Hiring organization
Amazon

Date posted
January 13, 2024

Valid through
31.05.2024

APPLY NOW

- Prepare comprehensive reports based on data analysis for internal use.
- Maintain organized documentation of data sources, procedures, and protocols.
- Collaborate with other departments to provide necessary data support for various projects.

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Amazon Careers

Skills:

- **Attention to Detail:**
  - Demonstrate a meticulous approach to data entry, ensuring precision and accuracy.
  - Ability to identify and rectify errors promptly to maintain data integrity.
- **Organizational Skills:**
  - Efficiently manage and organize large sets of data for optimal accessibility.
  - Prioritize tasks effectively to meet deadlines and contribute to overall team productivity.
- **Communication Skills:**
  - Communicate effectively with team members to understand data requirements and expectations.

Tags

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