

F D C Ltd Recruitment 2023 – Apply Online – Data Entry Cum Back Office Post

Hiring organization
F D C Ltd

Job Location

India
Remote work from: India

Date posted
January 21, 2023

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Valid through
31.12.2023

Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

F D C Ltd Recruitment 2023

This position is also responsible for the back office duties, such as preparing and shipping orders, maintaining inventory, and other general back office duties as assigned.

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Qualifications:

- Strong attention to detail
- Computer literate
- Able to work independently and in a team environment
- Solid understanding of computer systems and networks

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Apply Online Jobs

The data entry cum back office is responsible for raw data entry, reviewing and cleaning up the data, and preparing it for analysis.

Responsibilities:

- Enter raw data into the database
- Review and clean up the data

- Prepare the data for analysis
- Maintain the back office filing system

Assist with other administrative tasks as needed

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

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