

<https://bestjob.jobsareahub.com/job/jp-morgan-recruitment-2023-work-from-home-jobs-online-part-time-jobs-data-entry-assistant-post/>

JP Morgan Careers 2023 – Work From Home Jobs – Online Part Time Jobs – Data Entry Assistant Post

Hiring organization
JP Morgan

Job Location

Unit nos. 401 and 402, Block A, Hyatt Regency Delhi, Bhikaji Cama Place, New Delhi, Delhi 110066, 110066, delhi, new delhi, India

Date posted
June 8, 2023

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Valid through
31.12.2025

Base Salary

Rs. 22,000 - Rs. 34,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

JP Morgan Jobs In India

JP Morgan, a global financial services firm, is seeking a detail-oriented and organized individual to join our team as a Data Entry Assistant. As a Data Entry Assistant, you will play a crucial role in maintaining accurate and up-to-date data for our operations. Your meticulous attention to detail, strong organizational skills, and ability to work with data will contribute to the smooth functioning of our business processes.

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Job Card

Responsibilities:

1. Data Entry and Verification:
 - Enter and update data into designated databases and systems, ensuring accuracy and completeness.
 - Verify and cross-reference data for consistency and integrity, identifying and resolving any discrepancies.
 - Conduct regular data quality checks to ensure data accuracy and compliance with established standards.
 - Maintain confidentiality and security of sensitive information during the data entry process.
2. Data Management and Maintenance:
 - Organize and maintain electronic and physical files of data, ensuring proper indexing and easy retrieval.
 - Assist in the development and implementation of data management procedures and best practices.

- Perform regular data backups to ensure data integrity and availability.
 - Generate reports and summaries from the data as required, using appropriate tools and software.
3. Communication and Collaboration:
- Communicate effectively with team members and supervisors regarding data-related tasks and requirements.
 - Collaborate with other teams to ensure data accuracy and resolve any issues or discrepancies.
 - Provide support in responding to data-related queries and requests in a timely manner.
 - Contribute to continuous improvement efforts by suggesting process enhancements and automation opportunities.

Remote Jobs

Skills and Qualifications:

- High school diploma or equivalent qualification.
- Strong attention to detail and accuracy in data entry and verification.
- Proficiency in using data entry tools and software.
- Excellent organizational skills and the ability to manage and prioritize multiple tasks.
- Good communication skills, both written and verbal.
- Ability to work independently with minimal supervision.
- Strong problem-solving and analytical skills.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint) and basic computer applications.

Experience as a Fresher:

- No specific work experience is required. However, any coursework, internships, or projects related to data entry, database management, or information technology would be advantageous.

Join our prestigious team at JP Morgan and contribute to our mission of delivering exceptional financial services to our clients. We offer a dynamic and inclusive work environment, professional development opportunities, and the chance to work with a diverse and talented group of professionals.

Important Links

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

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