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Laurus Labs Limited Recruitment 2023 – Apply Online – Data Entry Cum Back Office Post

Hiring organization

Laurus Labs Limited

Date posted

January 20, 2023

Valid through

31.12.2023

APPLY NOW

Job Location

India

Remote work from: India

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Base Salary

Rs. 25,000 - Rs. 30,000

Qualifications

Graduate

Employment Type

Full-time

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Description

Laurus Labs Limited 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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