



<https://bestjob.jobsareahub.com/job/tata-steel-recruitment-2023-2years-experince-required-data-entry-executive-post/>

## Tata Steel Recruitment 2023 – 2+Years Experince Required – Data Entry Executive Post

**Hiring organization**  
Tata Steel

### Job Location

India  
Remote work from: India

**Date posted**  
March 30, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 13,000 - Rs. 18,500

APPLY NOW

### Qualifications

Graduate.

### Employment Type

Full-time

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### Description

## Tata Steel Recruitment 2023

The Data Entry Executive is responsible for entering data from source documents into the information management system. This includes but is not limited to: creating new files, maintaining existing files, and retrieving data as required. The Data Entry Executive will also be required to run and/or oversee reports, queries, and other automated processes.

### Tata Steel Jobs Near Me

#### Qualifications:

1. High school diploma or equivalent experience
2. -At least 1 year of experience in data entry
3. -Familiarity with information management systems

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### Tata Steel Jobs For Freshers

#### Responsibilities:

- Enter data from source documents into the information management system
- Create and maintain files

-Retrieve data as required -

Run and/or parse reports, queries, and other automated processes

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

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