Wyeth

Wyeth Ltd Recruitment 2023 – Apply Online – Data Entry Cum Back Office Job

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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Hiring organization
Wyeth Ltd

Date posted
January 24, 2023

Valid through
31.12.2023

APPLY NOW

Description

Wyeth Ltd Recruitment 2023

The Data Entry cum Back office is responsible to input the data of the company and to manage the back-office tasks.

Jobs Near Me

Qualifications:

• Detail oriented

• Good data entry skills

• Familiar with Windows environment

• Typing speed of at least 40 WPM

• Excellent attention to detail

• Good math skills

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Apply Online Jobs

The role is to provide data entry support to the team. This would include entering

data from source documents into the computer, verifying and correcting data as required,

Responsibilities:

• Enter data from source documents into the computer system

• Verify and correct data as required

• Run reports

• Updating and managing records

• Generating reports

• Handling customer inquiries

Important Links

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

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