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L&T Careers – Free Job Alert – Data Entry Work From Home

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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Base Salary

Rs. 14 - Rs. 24

Qualifications

Graduate, Post Graduate

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Employment Type

Full-time, Work From Home

Description

L&T Recruitment 2024

Are you a detail-oriented individual with a knack for organization? Do you thrive in a fast-paced environment and enjoy tackling diverse tasks? If so, we encourage you to consider this exciting opportunity to join Larsen & Toubro (L&T), a multinational conglomerate with a presence across engineering, construction, and technology.

Why Join L&T in this Role?

In this dynamic role, you'll play a pivotal role in supporting our back-office operations, ensuring smooth functioning through meticulous data entry and administrative tasks. You'll have the opportunity to contribute to a company renowned for its innovation and commitment to excellence.

L&T Jobs Near Me

L&T offers a dynamic work environment that fosters continuous learning and professional development. As a remote position, you can contribute from the comfort of your own space, while collaborating with a talented team across the country.

Job Summary

We are seeking a highly organized and motivated individual to join our growing

Hiring organization

Larsen & Toubro

Date posted

March 20, 2024

Valid through

31.12.2024

APPLY NOW

team as a Data Entry Specialist. You'll be responsible for a variety of tasks, including data entry, document creation and management, filing, and assisting with administrative processes.

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Key Responsibilities:

- Meticulously enter and maintain accurate data across various platforms.
- Create and manage documents, including reports, presentations, and spreadsheets.
- Maintain efficient filing systems, both physical and electronic.
- Provide administrative support, including scheduling appointments, managing calendars, and handling travel arrangements.
- Respond to inquiries and requests promptly and professionally.
- Contribute to a positive and organized work environment.

Required Skills and Qualifications:

- Minimum qualification of 12th standard or equivalent.
- Strong computer literacy with proficiency in MS Office Suite (Word, Excel, PowerPoint).
- Excellent typing skills with a high degree of accuracy.
- Exceptional attention to detail and a commitment to quality.
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- The ability to work independently and as part of a team.

Experience:

- Prior experience in data entry, back-office support, or a similar role is a plus.

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Why Join L&T?

At L&T, we believe in fostering a culture of growth, collaboration, and innovation. You'll have the opportunity to:

- Work on challenging and rewarding projects that contribute to the success of a leading multinational company.
- Learn from experienced professionals and develop your skills through ongoing training and development programs.

- Enjoy a competitive salary and benefits package, including health insurance, paid time off, and retirement plans.
- Be part of a diverse and inclusive work environment that values your unique contributions.

Application Process:

To apply, please submit your resume and a cover letter expressing your interest in the position.

Motivate Yourself to Join Us!

This is a fantastic opportunity to launch your career with a leading company and contribute to a dynamic and innovative work environment. We look forward to hearing from you!

General Overview:

This role offers a unique opportunity to combine your meticulous nature with your organizational skills. You'll play a vital role in ensuring the smooth functioning of our back-office operations and contribute to the success of L&T. If you're looking for a challenging and rewarding career path with a renowned organization, we encourage you to apply!

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Important Links

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

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