

Hiring organization

Vidya Mantra EduSystem Pvt Ltd

Date posted

July 12, 2021

Data Entry Operator Jobs in Noida Sec 81 in VidyaMantra Edusystem

Employment Type

Full-time

Description

1. Candidates need to enter data in the system in a timely and accurate manner.
2. Candidates are responsible for quality deliverable.

Required Skills

1. Candidates possess a good typing speed both in English and Hindi.
2. He/She should possess a good knowledge of Latex.

Desired Skills

1. Minimum typing speed of 40 words per minute
2. Prior experience in Data Entry is desirable.
3. Prior experience with Latex is an added advantage.
4. Prior experience in competitive exams would be preferred.

Interview Process

1. There will be a preliminary test via LMS (Learning Management System).
2. The shortlisted candidates from the preliminary test will be called for an in-person interview at the office premises.
3. After this, they will undergo a typing test which will be conducted under supervision.
4. Only the candidates who will qualify the typing test conducted in-person will be selected for the profile.

Job Location

SDF D-08, Noida Special Economy Zone, Block A, Sector 81, Noida, Uttar Pradesh 201305, 201305, Noida, Uttarpradesh, India

Base Salary

₹ 18000 - ₹ 24000

Valid through

31.08.2021

Responsibilities

- Candidates need to enter data in the system in a timely and accurate

manner.

- Candidates are responsible for quality deliverable.

Qualifications

1. 12th or above.

Contacts

Send your Application Directly to HR by Applying a Job