

Scope of Work of DEO

Job brief:

We are looking for a Data Entry Operator to update and maintain information on our company databases and computer systems.

Data Entry Operator responsibilities include collecting and entering data in databases and maintaining accurate records of valuable company information.

Candidate must have essential data entry skills, like fast typing with an eye for detail and familiarity with spreadsheets and online forms and will work with a data team and Data Manager. Previous experience as a Data Entry Clerk or similar position will be considered as an advantage. Any additional work given by officers related to Data Entry.

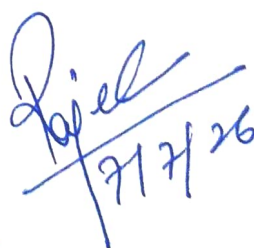
Ultimately, a successful Data Entry Operator will be responsible for maintaining accurate, up-to-date and useable information in our systems.

Responsibilities:

- Insert customer and account data by inputting text based and numerical information from source documents within time limits.
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output.
- Research and obtain further information for incomplete documents.
- Apply data program techniques and procedures.
- Generate reports, store completed work in designated locations and perform backup operations.
- Scan documents and print files, when needed.
- Keep information confidential.
- Respond to queries for information and access relevant files.
- Comply with data integrity and security policies.
- Ensure proper use of office equipment and address any malfunctions.

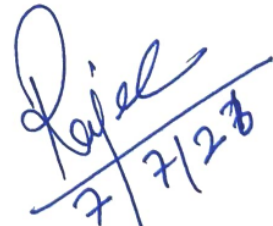
Requirements and skills:

- Proven data entry work experience, as a Data Entry Operator or Office Clerk.
- Experience with MS Office and data programs.
- Familiarity with administrative duties.
- Experience using office equipment, like fax machine and scanner.
- Typing speed and accuracy.
- Excellent knowledge of correct spelling, grammar and punctuation.
- Attention to detail.
- Confidentiality.
- Organization skills, with an ability to stay focused on assigned tasks.
- High school diploma; additional computer training or certification will be an asset.


राजेश कुमार श्रीवास्तव
उप निदेशक (अभियंत्रिकी)
आकाशवाणी जयपुर

एम.टी.एस के कार्य की प्रकृति

1. कार्यालय की साफ सफाई और अनुभागीय इकाई की देखभाल करना ।
2. कमरों को खोलना और बंद करना ।
3. बिल्डिंग और आस- पास के क्षेत्र की सफाई ।
4. चिट्ठी पत्र पहुंचाना।
5. फोटोकॉपी करना तथा फैक्स आदि करना ।
6. रिकॉर्ड सेक्शन के अभिलेखों का रखरखाव ।
7. सम्बंधित विभागों के पेपरों का रखरखाव और आदान प्रदान करना ।
8. दैनिक कार्यालय का कार्य जिसमें डायरिये प्रेषण और कम्प्यूटर प्रतिस्थापन में मदद करने जैसे कार्य शामिल हैं ।
9. सम्बंधित अधिकारी द्वारा दिए गए सभी कार्यों का निष्पादन बेहतर तरीके से करना है ।
10. सेक्शन के तहत आने वाले अन्य गैर लिपिक कार्यों में हाथ बंटाना ।
11. कमरों और फर्नीचर की सफाई आदि ।



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