

1. Designation: Field Engineer

2. Educational Qualification: B.Tech CS or EC additional computer training or certification will be an asset
3. Experience: 1 + yrs. in IT Industry
4. Job description

Good written and oral communication skill in English

Knowledge in Excel and MS-office

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

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- Experience with MS Office and data programs
- Familiarity with administrative duties
- Experience using office equipment, like printer 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

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