



<https://jobsleworld.com/jobs/data-entry-job-in-germany-robert-bosch-careers/>

Data Entry

Job Location

Germany

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

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Base Salary

USD 2,800 - USD 3,500

Qualifications

High School, 10th, 12th Pass, Graduate Depends upon Position

Employment Type

Full-time, Part-time

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Hiring organization

Robert Bosch

Date posted

December 25, 2024

Valid through

31.07.2025

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Description

Data Entry Job in Germany – Robert Bosch Careers

Are you looking for a rewarding career in Germany? Do you have excellent attention to detail and a passion for data management? If yes, then this Data Entry Job at Robert Bosch could be the perfect opportunity for you! We're looking for motivated and dedicated individuals to join our team and help manage crucial data for our operations. Read on to learn more about this job, its requirements, and how you can apply.

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Summary Overview:

Position: Data Entry

Location: Different cities and locales in Germany

Job Type: Full Time, Part-Time, or Work from Home

Experience: Freshers or Experienced

Knowledge Required: Basic data entry skills, computer proficiency

Age Requirement: 18 years and above

Salary: €2,300 – €3,000 per month (depending on experience and location)

About the Job

Are you interested in becoming a part of a global company with a strong presence in Germany? Robert Bosch is offering an exciting Data Entry Job opportunity that could help launch your career. As a data entry professional, you will be responsible for entering and updating data in company systems. This role requires focus, accuracy, and speed to ensure that the data remains organized and error-free.

We are primarily looking for candidates based in Germany, but we also welcome applications from individuals worldwide. While local applicants are preferred, we do offer free visa sponsorship for qualified candidates from other countries who wish to join our team in Germany.

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In this position, you'll play a crucial role in helping the company stay organized and efficient by inputting, validating, and updating important information into various systems. If you are someone who enjoys working with data, has strong attention to detail, and is willing to learn new skills, this could be the perfect job for you.

Key Responsibilities

As a Data Entry employee, your day-to-day duties will include the following:

1. Data Entry

- Accurately inputting large volumes of data into the company's systems.
- Ensuring the correct formatting and updating data as required.
- Reviewing and verifying information for errors or discrepancies.

2. Data Management

- Maintaining organized records and databases.
- Updating outdated or incomplete records with new information.
- Organizing data to ensure easy retrieval and usage by other teams.

3. Quality Assurance

- Conducting quality checks to ensure all entered data is correct and up to standard.
- Identifying and correcting any mistakes in data.

4. Reporting

- Generating reports based on the entered data to support company decisions.
- Reporting any issues or concerns related to the data entry process to the supervisor.

5. Collaboration

- Working with other departments to ensure seamless data exchange.
- Coordinating with the IT team to resolve any system-related issues impacting data entry.

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Requirements

Essential Qualifications:

- High school diploma or equivalent.
- Basic knowledge of Microsoft Office (Word, Excel, PowerPoint).
- Familiarity with using data entry software or CRM systems is a plus.
- Ability to type quickly and accurately.
- Strong attention to detail and organizational skills.
- Good communication skills, both written and verbal.

Desired Skills:

- Experience in a data entry or administrative role is an advantage.
- Ability to manage time efficiently and handle multiple tasks.
- Basic knowledge of German (preferred but not required).
- Knowledge of other software tools and data management platforms is a plus.

Benefits

Working with Robert Bosch comes with a host of benefits that can help you thrive both professionally and personally. These include:

1. Competitive Salary

- Earn a competitive salary between €2,300 – €3,000 per month based on your experience.

2. Health and Wellness Benefits

- Comprehensive healthcare and wellness plans for you and your family.

3. Work-Life Balance

- Flexible working hours, with the option to work from home for part-time employees.

4. Career Growth

- Opportunities for professional development through training and workshops.
- Support for career advancement within the company.

5. Paid Time Off

- Enjoy generous vacation days and public holiday benefits.

6. International Exposure

- Opportunity to work with an international team in Germany.
- Free visa sponsorship for international candidates.

7. Company Discounts

- Access to exclusive discounts on Bosch products and services.

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How to Apply

Ready to take the next step in your career? Apply for the Data Entry Job with Robert Bosch today!

Interested candidates should submit their application through the official site. The application process is simple and will guide you through each step. Please ensure that you meet the requirements listed above before applying.

Please note that we prefer candidates from Germany. However, if you are from another country and are interested in this position, you may still apply and receive free visa sponsorship. Candidates from other countries will also be considered, but local candidates are given priority.

If you're ready to begin your journey with Robert Bosch and have the skills and enthusiasm we are looking for, we can't wait to hear from you!

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