

## Data Specialist Supervisor

Patio Digital is seeking candidates for an upcoming project. This job mainly requires managing a team of dedicated data entry analysts. The right candidate must be detail-oriented, goal-focused and a good leader. The person selected for this role will be responsible for planning the deliverables and leading the team of 8-10 analysts.

### Responsibilities:

- Efficiently managing the team to work towards the same goal.
- Give planning and reports of the work assigned to the superior entity.
- Motivate the team to provide better results.
- Look after the accuracy of the data generated by the team.
- Generate and manage everything that goes on the floor during the shift.
- Sort and organize paperwork/files after entering data to ensure it is not lost

### Requirements:

- Proven experience as data entry specialists.
- Good in planning the tasks and assigning it to the team based on their specialty.
- Excellent knowledge of word processing tools and spreadsheets (MS Office Word, Excel etc.)
- Good command of English both oral and written and customer service skills
- Great attention to detail
- Bachelors Degree

**Experience:** 1-2 years of data entry experience is must. Previous experience in similar role is favorable.

**Working hours:** Candidates must be flexible to work an 8-hour shift within these hours.

8:00 AM - 5:00 PM

5:00 PM - 12:00 AM

12:00AM - 8:00 AM

**Pay:** 2 Lac - 3 Lac per annum plus benefits based on qualification and experience

**Location:** Wallfort Ozone, Fafadih Chowk, Raipur CG 492001

If you are interested in learning more about this opportunity, please respond with a copy of your Word/PDF resume to [careers@patiodigital.com](mailto:careers@patiodigital.com) with this job position in the subject line. Also let us know a time when you are available to talk.

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