

Chrometan Exports Pvt Ltd- Data Entry & Clerical Assistant

 We're Hiring | **Data Entry & Clerical Assistant (Factory Office) – Leather Industry** 

Chrometan Exports Pvt Ltd, a Kolkata-based organization, We are seeking a detail-oriented individual to handle Excel data entry, maintain records, and support day-to-day administrative and clerical tasks within a factory environment.

 **Location: Kolkata**

 **Industry: Leather**

 **Experience Required: 1–3 years**

Key Requirements:

- Enter and update data accurately in Microsoft Excel following predefined formats
- * Maintain records of production, inventory, invoices, and other documents
- * Organize and file paperwork (physical and digital)
- * Assist with basic documentation and reporting
- * Verify data for accuracy and completeness
- * Coordinate with factory staff for data collection and updates
- * Perform general clerical duties (photocopying, scanning, document handling)

Requirements:


- * Basic knowledge of Microsoft Excel (data entry, formatting, simple formulas)
- * Good attention to detail and accuracy
- * Ability to follow structured formats and instructions
- * Basic organizational and paperwork handling skills
- * Minimum qualification: High school / graduate (depending on your preference)
- * Prior experience in data entry or clerical work (preferred but not mandatory)

Skills:

- * Fast and accurate typing
- * Time management
- * Basic computer knowledge
- * Communication skills

Work Environment:

- * Office setup within a factory
- * May involve coordination with production staff

 Interested candidates are requested to share their updated CV at ceinfo@chrometanexports.com