



**Job Title:** Senior Process Associate

**Company Name:** TechSpeed Digital Services Private Limited

**Location:** Office No. B/502, Aundh IT Park, Pragati Nagar, Bopodi, Pune, Maharashtra INDIA

**Work Site:** Predominantly remote, but occasionally may be required to perform specific tasks in-office.

**About Us:**

TechSpeed, a US based IT company, has been providing premium data management services to companies large and small for over 20 years. As we continue to innovate and expand into new service verticals and technologies, we are actively seeking talented and motivated individuals to join our team.

TechSpeed offers an inclusive environment, growth opportunities, competitive compensation, and involvement in cutting-edge projects. With a focus on diversity, innovation, and employee well-being, it's a company that values and empowers its workforce.

**Job Description:**

TechSpeed is currently looking for Process Associates to join our production Team based in its Pune India office for data entry and data mining tasks.

The ideal candidate will be responsible for copy + pasting data from the editable source files in the target files in excel or any other editable file formats. For some projects, the candidate would be required to type text from the source image or non-editable files to the target editable files.

Qualified candidates will undergo a selection process that includes online assessments and a video interview for those advancing to further stages.

**Job Responsibilities:**

Job responsibilities of the Process Associate would primarily include but not be limited to the following:

- Error-free copy + pasting of data from source files to the target files
- Typing text from source image files to the target editable files with accuracy
- In case of ambiguity, highlighting the same to the reporting manager and seeking his guidance on dealing with the ambiguity
- Ensuring strict adherence to the pre-set quality, accuracy and efficiency standards
- Ensuring strict adherence to the pre-set standard expected output in terms of measurable output
- Ensuring expected deliverable within the set timelines

**Requirements:**

- Availability to work in shifts that may be rotational
- Proven experience in extracting data from social media platforms
- At least one year of experience in data entry roles, such as a Data Entry Operator or Office Clerk
- Strong attention to detail

**Preferred Qualifications/Skills:**

- A Bachelor's degree in any field
- Proficiency in MS Office and web navigation
- A minimum typing speed of 30 words per minute with 95% accuracy
- Excellent proficiency in spoken and written English
- Exceptional command over spelling, grammar, and punctuation

**Candidates who are exceptionally good in the below skillsets would be considered for the role of Senior Process Associates:**

- Fluency in English – both written and spoken
- Good listening skills
- Ability to identify and deal with ambiguities
- At least 4 years of experience working in the BPO industry

**Salary Range:** INR. 20,000 – 40,000 per month. Salary would be commensurate with experience.

**Benefits:**

- Health Insurance
- Provident Fund
- Retirement Plans
- Gratuity
- Paid holidays
- Work from home Options

**How to Apply:** Candidates fulfilling the above requirements and wishing to apply may kindly submit their updated resumes here or e-mail it to the email id [sameers@global.techspeed.com](mailto:sameers@global.techspeed.com).

**Contact Information:** Please note that TechSpeed only considers candidates who submit their resumes for review via TechSpeed recruiting contact [jobs@global.techspeed.com](mailto:jobs@global.techspeed.com) / [sameers@global.techspeed.com](mailto:sameers@global.techspeed.com).

**Equal Opportunity Employer:**

TechSpeed is an equal opportunity employer and is committed to providing a work environment that is free from discrimination and harassment. We celebrate diversity and are committed to creating an inclusive environment for all employees. Employment decisions at TechSpeed are based on merit, qualifications, and business needs, without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law. We comply with all applicable laws regarding non-discrimination in employment and are dedicated to providing reasonable accommodations for qualified individuals with disabilities. We are proud to be an equal opportunity employer and encourage all qualified individuals to apply for our positions.

**Security Notice:** TechSpeed will never ask for any money deposits or your banking information during the hiring process for any data entry/processing/programming type of work. When contacted by any party claiming to represent TechSpeed offering jobs in exchange for money – know that this is fraud. Please disregard and refer only to the TechSpeed careers page for all open jobs/ positions. We apologize for any inconvenience caused by such acts.