

## About Us:

Jode Technologies Pvt. Ltd. (JodeTx) is a young and fast-growing Startup in Fintech Domain specialized in solutions for Banking, Financial Institutions and Merchants (<https://jodetx.com/>).

We are founded on the Vision to build technology to enable seamless financial and payment transactions and provide a comprehensive digital platform to Banks and Merchant segments.

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**Role:** Data Entry Operator

**Experience:** Fresher – 1 Year Experience

**Work Location:** Wagle Estate, Thane

## Job Summary:

You will be the friendly face of the office, handling front desk duties and managing administrative tasks, particularly around travel bookings.

## Job Responsibilities:

### Front Desk Reception:

- 1) Greet and welcome visitors, ensure professional first impressions
- 2) Answer, screen, and forward incoming calls and emails promptly
- 3) Maintain reception area: tidy desk, stationery, visitor log, badges

### Administrative Support:

- 1) Manage mail/courier – receive, sort, distribute
- 2) Schedule appointments, maintain calendars, prepare meeting rooms
- 3) Handle general admin tasks: filing, photocopying, data entry

### Travel Booking & Travel Desk Duties:

- 1) Book domestic travel (trains, flights) and hotel stays for staff/guests
- 2) • Coordinate with travel partners/agencies for best deals
- 3) • Maintain travel MIS/logs, reconcile costs, prepare expense vouchers

## Required Skills:

- 1) 6 Months –1 year in front desk/admin; travel booking experience preferred
- 2) MS Office (Word, Excel, Outlook) Booking portals: MMT, EaseMyTrip, IRCTC, or similar

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Send your CV at: [careers@jodetx.com](mailto:careers@jodetx.com)