

Data Processing Operative

Description

We are now looking to recruit new English speaking members to join the team of one of our clients as Data Processing Operatives.

Responsibilities

- Data entry
- Database maintenance –Up-keeping of accounts in with correct data.
- Maintains data entry requirements by following data program techniques and procedures.
- Resolve data discrepancies using standard procedures
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output

Qualifications

- Working Level of English
- Good computer literacy.
- Accurate keyboard skills and ability to enter data at a reasonable speed
- Self-motivated and a positive attitude with a drive to succeed.
- Flexibility and quick thinking.
- Motivated and resilient.
- Planning and organizing
- Information collection and management
- Attention to detail
- Confidentiality

The role involves shift work (Mon to Fri) – 08:00 to 17:00 and 11:00 to 20:00. The shifts will be changed on a weekly basis.

Job Benefits

- Work in an international environment with young and dynamic team
- Competitive salary, with the added benefit of Medical Insurance after the probation period
- Multisport card

Please note, only successful candidates can be contacted.

Employment Type

Full time

Beginning of employment

Immediately

Duration of employment

Permanent employment

Working Hours

Shifts (Mon to Fri) – 08:00 to 17:00 and 11:00 to 20:00.

Date posted

July 10, 2019