Role Designation: Data Entry

Key Accountabilities and Responsibilities

* Insert customer and account data by inputting text based and numerical information from source
* documents within time limits
* Compile, verify accuracy and sort information according to priorities to prepare source data for
* computer entry
* Research and obtain further information for incomplete documents
* Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output
* Apply data program techniques and procedures
* Generate reports, store completed work in designated locations and perform backup operations
* Scan documents and print files, when needed
* Keep information confidential
* Respond to queries for information and access relevant files
* Comply with data integrity and security policies
* Ensure proper use of office equipment and address any malfunctions
* Work with stakeholders to bridge the divide between business requirement and technical capabilities
* Have a flexible approach to work; be able to manage time effectively and demonstrate high personal
* standards and attention to detail

Key Skills and Knowledge

* Proven experience as Data Entry clerk
* Outstanding communication and interpersonal abilities
* Excellent organizational and leadership skills
* Excellent knowledge of MS Office
* Attention to details.
* Proficient in English.
* Open for travel and work in Saudi Arabia and gain international experience

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