MicroSourcing

Data Entry Specialist

HIRING PROFILE

Job Responsibilities

Describe the job role and the day to day tasks involved.

Data entry, reading and entry of documents from different formats into a web-based database, tracking and reporting on changes made within the database.

Qualifications

Describe the qualifications the staff must have in terms of skills and capabilities

- Highly computer literate
- Competent in Microsoft Excel and Word
- Good communication skills
- Keen eye for detail
- Must be able to type 40 WPM accurately.