

# My Job Search

## Data Entry Operator/ Back Office Executive Required Urgently

Administrator ,Boksburg, Gauteng, South Africa



### Description

We are looking for an energetic Junior Computer/Data Operator to support the Data Analytics Team and Controller of Examinations. This role will ensure that data is consistently entered and maintained in the system. Responsibilities: Responsible for Data entry/updating/record keeping of the process involved. Develop a systematic approach and methodology to scrub the data and detect discrepancies. Resolve data issues by interacting with other departments. Communicate verbally and in writing to answer inquiries and provide information. Minimum Qualifications: 1-4 years quality experience as a data operator with excellent written and interpersonal skills. Proven mastery about MS Excel –Vlookup/ hlookup / pivot table etc. with excellent typing speed. Willingness and initiative to complete all pending works and not sit back until asked for. Preferred Qualifications: Proficient in English both in verbal and written communication. Strong time management skills, ability to prioritize and meet deadlines. Proven mastery of Microsoft Office applications, including Word, Excel, PowerPoint and Outlook. Must be interested in making career in Data Entry and Information Technology. Technical knowledge (IT/Computer Science background) or IT, Banking or logistics work experience is highly desirable. Ability to quickly adapt to changing priorities and fluctuations in workflow are requirements of the Data Operator role. Benefits: Job Type: Full-time, Part-time. Salary: \$500 to \$1000 Per Month. ( 40,000.00 to 75,000.00) \*\* FOR DETAILS AND JOINING : Please visit: <https://www.photoninfoservice.com> FOR MORE INFORMATION MAIL TO US: [support@photoninfoservice.com](mailto:support@photoninfoservice.com) CALL HR ON +91-9833019592 (Mon-Sat: 9:00-18:00-SUNDAY CLOSED)

### Advertiser details

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## More details

Company Name

Advertised By

Job Type

Language

Gender

Drivers Licence

Link

Photon Info Services

Agency

Half Day

English

Male

Code A

[For more information click here](#)