



JOB DESCRIPTION

Data Entry - A S Green

£22,000

Full time, Permanent

This position requires a candidate who is detail-oriented, organized, and has strong data entry skills. The successful candidate will be responsible for accurately inputting and maintaining data in our computer systems. They will also provide administrative support as needed. If you have excellent organizational skills, strong attention to detail, and are proficient in data entry, we encourage you to apply.

Responsibilities:

- Perform data entry tasks with a high level of accuracy and efficiency
- Enter and update information into computer systems or databases
- Verify data for completeness, accuracy and analyse this
- Maintain confidentiality of sensitive information
- Assist with administrative tasks as needed, such as filing, scanning, and organizing documents
- Answer phone calls and direct them to the appropriate department or individual
- Provide excellent phone etiquette and customer service to internal and external stakeholders

Skills:

- Proficient in clerical duties and office procedures
- Strong typing skills with a high level of accuracy
- Familiarity with computerized data entry systems
- Knowledge of administrative tasks and procedures
- Proficient in Microsoft office package
- Excellent organizational skills and attention to detail
- Ability to prioritize tasks and meet deadlines
- Familiarity with accounting software is a plus

Requirements:

- GCSE or equivalent (preferred)
- Customer service experience: 1 year (preferred)
- Administrative experience: 1 year (preferred)
- Driving Licence (preferred)