Job Description and Person Specification

Job Tile	Data Entry Operator
Department	Projects
Duty Location	Chowk Azam district Layyah
Reports to	Project Manager

Overall Job Role:

To sort, manage and upload project related information to online portal of the project and content management system of the organization. Job mainly role is the date entry of project, drafting, maintenance to the office IT equipment, ensuring that systems comply with organizational requirements and to provide training and up-to-date information to staff to operate new systems and packages where required. Jobs role further include managing information collection/disbursement on IT issues and provide technical training to employees when required.

Job Responsibilities:

1. Prepare, compile and sort documents for data entry. Entry of data, via computer pertaining to the services provided by organization.
2. Collect data and upload to project online with accuracy
3. Develop and maintain social network pages related to project and organization as directed by management
4. Keep updates the computer system in office and data bag up as per organizational requirement.
5. Proof read and verifies data entered. Ensure accuracy of all information entered and presentation formats.
6. Print and distribute and database information reflecting productive and activity as per project requirement.
7. Assist with routine office duties such as typing, filling and recording as work permits.
8. Updates data and keep update project information
9. Scan document into documents management system or database as project/organization requirement
10. Store completed documents in designated location on servers etc.
11. Comply with data integrity and security policies
12. Maintain on office equipment and stationary supplies.
13. To comply with management requirement regarding IT development in office through other assigned tasks.

Person Specification:

Education & Certifications	Graduation (B.A, BCS, B.IT etc.) with diploma in any IT discipline.
Essential Experience	1. Data entry related work on database and online portals 2. Installation of operating system and software and troubleshooting for software and hardware 3. Managing data in hard form and through backing up on standalone servers and/or cloud storage
Essential Knowledge	1. Windows operating system 2. Office applications and internet browsing 3. Protection from malware etc.
Essential Skills	1. Good typing skills and typing speed on office application 2. Use of internet and internet based applications
Essential Abilities	1. Ability to work independently with only strategic guidance from line management 2. Ability to resolve issue at peer level and good working relationship with team 3. Physically fit to travel to other offices as and when required. (Frequent travel is not required for this position)