



Part Time - Data Entry Representative

Job Summary:

We are looking for a Part Time Data Entry to type information into our database from paper documents. The ideal candidate will be computer savvy and a fast typist with a keen eye for detail. You will report to a Head of Marketing or another senior data team member. Understanding of data confidentiality principles is compulsory.

The company will rely on you for having accurate and updated data that are easily accessible through a digital database.

Responsibilities:

- Transfer data from paper formats into computer files or database systems
- using keyboards, data recorders or optical scanners
- Type in data provided directly from customers
- Create spreadsheets with large numbers of figures without mistakes
- Verify data by comparing it to source documents
- Update existing data
- Retrieve data from the database or electronic files as requested
- Perform regular backups to ensure data preservation
- Sort and organize paperwork after entering data to ensure it is not lost

Skills Required:

- Diploma / STPM required
- Minimum 1 year experience in sales (lead generation preferred)
- Able to communicate well in English and Mandarin
- Excellent phone manner and articulation
- Ability to submit detail calling report on daily basis
- Results-driven and willing to work on basic salary and commission basis
- Ability to cope with rejection on a daily basis

TASKS	RATE
Data Entry / Hour	RM6.00