



AK Insights Ltd.

Data ... Knowledge ... Insights!

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Job Description

Job Title: Data Entry Assistant
Type of Position: On Contract
Deadline for applications: February 16, 2007

Overview

Data Entry assistants typically are responsible for entering information that is written or printed on paper documents, into a computer file. Written or paper documents may include registration forms, contest entry forms, and other types of data collection forms. Programs commonly used for data entry include Microsoft Excel & Microsoft Access.

In some instances, Data Entry assistants may be required to sort and/or count paper documents prior to actual data entry.

Data Entry assistants may be paid based on project, number of hours or number of entries, depending on the assigned project.

Job Summary

- Sort, batch and count paper documents, if required.
- Type information contained on paper documents into a specified computer program.

Minimum requirements

- O' Level English & Mathematics
- Experience using MS Excel
- Experience using MS Windows 97 or later
- Knowledge of MS Access would be considered an asset

Abilities required

- Must be functionally literate – able to read and write with ease
- Must be functionally computer literate
- Must be honest, trustworthy and capable of maintaining confidentiality
- Must be capable of working with minimal supervision
- Must be comfortable working for extended periods seated and typing

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.