

## DATA ENTRY INTERN JD

We are a busy, exciting, high pressured, energetic, enthusiastic and above all else fun recruitment firm and we are looking for an amazing Intern to join our team.

Are you diligent and hard working and in need of good work place experience? Do you have a passion for doing things well and achieving your goals? Are you ready to work hard, learn and gain very good experience?

Well this may be the perfect opportunity for you.

Recruitment is sometimes mistaken for an HR function. HR involves advising and guiding people once they've started a role. Recruitment is focused on getting the right people into the right company.

Key to our success is the information that is entered into our database, the accuracy and quality of that information allows us to operate with a small team very efficiently. Entering of this crucial data will be your main role!

We are also very focused on ensuring our entire operation is streamlined and compact and this is another area you will contribute to. Working closely with the MD you can expect to contribute to making our streamlined operation even leaner.

Key roles and responsibilities

1. Feeding data into the KamaKazi database
2. Verifying the accuracy of existing data by making corrections and deleting redundant data
3. Pulling basic Excel charts and making appropriate reporting.
4. Reviewing and categorizing data according to the company's set guidelines.

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info@kamakazi.co.ke

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5. Identifying errors in the system and reporting them for further actions.
6. Managing the Company daily work schedules and entering all information into the Operations spread sheets for analysis and decision-making.
7. Any other duties that the Company or team may see fit to allocate you.

## SKILLS

- Familiarity with MS Office
- Good excel skills
- Good planning and organization
- Good in Typing and accuracy
- Data Entry Skills
- Attention to Detail
- Confidentiality
- Good Decision Maker
- Results Driven
- High Energy Level
- Resilient
- Disciplined

Attributes:

We are looking for a graduate undertaking a degree in either business or finance.

You must be highly motivated

You need a high attention to detail and be a perfectionist

You must be able to work under pressure.

A travel and food allowance will be provided. This is a 3 month internship opportunity.

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How to apply:

Kindly follow the link below to apply for this position:

<http://kamakazi.co.ke/job/data-entry-intern/>

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