

DATA ENTRANT (KISOGA BRANCH)

La' Oli Financial Advisory is seeking to recruit Data Entrants who will work together with the team to achieve organizational goals and objectives.

JOB SUMMARY. Maintain database by entering new and updated customer and account information. Prepare source data for computer entry by compiling and sorting information.

Duties and responsibilities of a Data Entrant Community Banking.

1. Insert customer and account data by inputting text based and numerical information from source documents within given time limits.
2. Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.
3. Review data for deficiencies or errors, correct any incompatibilities if possible and check output.
4. Apply any data program techniques and procedures, all within set and approved guidelines.
5. Generate reports, store completed work in designated locations and perform backup operations.
6. Keep client and other information confidential.
7. Respond to queries for information and access relevant files.

Qualifications, Skills and Experience.

1. Diploma in IT related Field.
2. Data entry or related office experience.
3. Basic computer skills.
4. Must possess two principal passes at A level and must have passed Mathematics and English at O –Level.

Person Specifications.

1. Should be fluent in commonly used local languages within the area;
2. Should possess moderate Computer skills and able to deal with Banking system applications;
3. Should have excellent presentation, interpersonal & communication skills;
4. Should possess leadership, complaint handing and Problem solving skills;
5. Should be honest, trustworthy & have a high degree of integrity;
6. He/she should not be more than 25 years of age.

How to apply: All qualified and interested candidates should send their applications via E-mail only including a cover letter, an up to date detailed CV and copies of academic qualification documents (as ONE pdf file). Your applications should include names of two professional referees and a day time telephone contact.

Address them to: The Human Resource Manager, La' Oli Financial Advisory Ltd, Kampala. Uganda

Email to: hr@laolifa.com

Cc: info@laolifa.com

Deadline: AS SOON AS POSSIBLE
Management

