

HELP WANTED

We are actively looking for a Data Entry Clerk to locate, collect, manually enter and verify batch record data. Data quality and data availability to consumers are of the utmost concern. Batch process data are recorded into paper Batch Records by the manufacturing team as part of normal production activities. A Data Entry Specialist will need to understand the process, its flow and track unique steps such that he/she can enter the requisite data into a database. Data will be verified after entry and the system locked to prevent unauthorized changes.

Responsibilities will include

Data Entry

Paperwork verification for orders

Scanning documents

Fast paced—responsible for

processing certain volumes daily.

Interested candidates should add up and write frb056232@gmail.com for more details.