



DDC Central Europe d.o.o.

Data Entry Operator; Czech/Slovak/Polish/Hungarian (m/f)

DATA ENTRY OPERATOR

Czech/Slovak/Polish/Hungarian

"Our global client is expanding its network and is looking for Czech/Slovak/Polish/Hungarian speaking data entry operators".

MAIN RESPONSIBILITIES:

- Operates an alphanumeric keyboard to transcribe data from a source document directly into a computer and verifies previously transcribed or entered data.
- Determines the cause of error message while entering data and makes appropriate corrections.
- Reports directly to the Team Lead.

EXPERIENCE AND SKILLS (MINIMUM REQUIREMENTS):

- Graduation from HIGH SCHOOL or possession of a high school equivalency diploma .
- Knowledge in one or more of the above stated language is a must (minimum knowledge requirement at B2 level)
- Reading and understanding is more important than verbal skill.
- Able to read and understand documentation written in English.
- Able to type at least 7000 KEYSTROKES PER HOUR.
- Familiar with Microsoft Office, WORD, EXCEL.
- Good knowledge of office terminology, procedures and practices
- good knowledge of the operation and use of a standard alphanumeric keyboard
- knowledge of business arithmetic
- ability to compile simple reports from data entered
- ability to make comparisons
- identify and correct errors

IMPORTANT INTERPERSONAL SKILLS:

- ability to work within a team
- initiative
- resourcefulness
- tact
- high accuracy
- reliability
- able to work according to the company high quality standards

WE ARE OFFERING:

- Place in the company that appreciates your engagement and skills.
- Great working conditions in our office environment.

- Opportunity to grow into higher positions and make career steps.
- Opportunity to work within the international enterprise.
- Good primary and secondary conditions.
- Probation period and contracting according to the European standards

Contact information:

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