

Candidatul Ideal

We are looking to hire a dynamic data entry specialist to join our company. In this role, you'll be responsible for entering client information into our digital storage system, updating existing entries, and organizing hard copies of information appropriately.

To ensure success as a data entry specialist, you should display organizational skills and experience working with a variety of databases. Ultimately you should have an eye for detail and knowledge of data management.

Descrierea jobului

Responsabilities:

Collecting, inputting, analyzing and digitizing data such as invoices, canceled bills, client information, and financial statements.

Maintaining a detailed and organized storage system to ensure data entries are complete and accurate.

Keeping a record of hard copy data such as invoices, inventory checklists, and other financial documents.

Establishing data entry standards by continually updating filing systems to improve data quality.

Addressing data inconsistencies by working with administrative staff to locate missing data.

Attending to data queries and reporting any major data errors to management.

Adhering to best data management practices and maintaining a high standard of accuracy and efficiency.

Creating reports for management.

Assisting the IT department.

Requirements:

A University diploma (Agriculture studies are preferred, but not necessary)

At least 1 year of experience working as a data entry specialist.

Knowledge of Office Package (especially Excel)

Good typing skills and experience working with Windows, Microsoft Office

Good organizational skills, a keen eye for detail, and the ability to spot errors with accuracy and efficiency.

Good communication skills and the ability to collaborate with staff members.

Solid time management skills and the ability to prioritize tasks.

Would help if the person has Power BI knowledge(if not, at least the willingness to

learn it), Agrovir knowledge or an ERP expertise.

We offer a stable working place, a motivating salary, plus meal tickets.

Descrierea companiei

DN AGRAR is a group of companies that work in principle in raising dairy cattle and agriculture, but also carry out related consulting, management, transport, services, tourism activities. The headquarters are located in Alba-Iulia, the Group having other work points (in Alba county, Sibiu, Hunedoara). "Our goal is to let Romanian consumers enjoy the highest quality of Romanian-produced milk. We achieved and still achieve our performances mainly with Romanian staff. We want to contribute to a sustainable growth of employment in Romania, more specific Transylvania. In this way we want to contribute to the prosperity growth of this fantastic country. We try to achieve this by working together with the government, various Romanian and foreign universities and various traineeships with different subjects that can be followed within DN Agrar."