

Job Description

Job title:	Date Entry Operator
Department:	Project Management Office
Reporting to:	Senior Manager
Location:	Jersey

The Role

Job Purpose

The role of the Data Entry Operator is to update and maintain information on our company databases and computer systems.

Key Result Areas

- Provide excellent levels of client service in line with Crestbridge standards, procedures and guidelines
- Update and maintain information accurately
- Take responsibility for own personal development, in line with agreed annual performance objectives
- To act at all times in accordance with Crestbridge values

Primary Contacts

- Project Management Office
- IT
- All employees

Requirements

* Essential

+ Desirable

Qualifications	<ul style="list-style-type: none">* A Levels or equivalent
Experience	<ul style="list-style-type: none">+ Experience of data input+ Previous office experience
Knowledge	<ul style="list-style-type: none">* Working knowledge of Microsoft Office 2010+ A basic understanding of the local finance industry and regulatory requirements in which we operate
Skills and Abilities	<ul style="list-style-type: none">* Excellent attention to detail* Excellent written and verbal English* Good influencing and negotiating skills* Ability to think laterally and problem solve* Ability to meet deadlines* A 'can do' attitude
Personal qualities	<ul style="list-style-type: none">* Initiative* Self-starter* A high level of professionalism* Appreciation of the need for strict levels of confidentiality* Appropriate office conduct and attitude to work* An understanding of the need to present a professional image at all times
Motivation	<ul style="list-style-type: none">* Strong commitment to providing an excellent service* Enthusiasm for continued improvement of service and innovation* Proactive approach to work* Desire to learn and develop* A genuine enthusiasm for and interest in the good keeping of organisational data* Competence in carrying out their role and the tasks associated with their role



Key Responsibilities

Your role may include, but will not be limited to, the following tasks which we call 'Defined Business Activities'. The list of defined business activities is not exhaustive and may be amended from time to time:

- Maintenance of accurate, up to date and useable information in our systems.
- Entering data from source documents within time limits.
- Compiling, verifying accuracy and sorting information to prepare source data for entry onto company databases.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
- Work with PMO team to educate wider business on how to maintain data accuracy and integrity.
- Respond to queries for information from wider business.

