

JOB DESCRIPTION - Data Entry/Computer Support Operator

JOB TITLE	Data Entry/Computer Support Operator
RESPONSIBLE TO	Office Manager
OVERALL OBJECTIVE	To provide and ensure the highest standard of service to all business clients/customers and staff by performing the duties listed below in a highly efficient and professional manner while adhering to all business rules, policies and procedures.

RESPONSIBILITIES AND DUTIES:

A) Responsible for processing all completed application forms on computer on a daily basis by:

- 1) XXXXXX
- 2) XXXXXX
- 3) XXXXXX
- 4) XXXXXX

B) Responsible for client/customer information data entry on a weekly basis by:

- 1) XXXXXX
- 2) XXXXXX
- 3) XXXXXX
- 4) XXXXXX

C) Responsible for providing clerical assistance by undertaking the following duties:

- 1) XXXXXX
- 2) XXXXXX
- 3) XXXXXX
- 4) XXXXXX
- 5)

D) Any other duties as directed by the Finance Manager or Office Manager

Employee's Name

Employer's Names

Employee's Signature

Employers Signature

Date /

Date /