



## **INTERNAL ADVERTISEMENT VACANCY**

### *Data Capturer*

The above vacancy exists within the Writer Services Department and reports to the Supervisor: Writer Services Records. The purpose of the position is to ensure SAMRO's reputation remains intact through good customer relations with our writer members by ensuring accurate management of information and documentation within SAMRO's records and systems. The ideal candidate will be someone who has successfully completed Matric and has two years relevant working experience.

#### **Key Performance areas:**

- Create customer service culture
- Relationship building
- Data capture
- Quality Control

#### **Minimum requirements:**

- Candidate must be familiar with data capturing processes.
- Candidate must be self motivated and show initiative.
- Excellent keyboard and data capturing skills (speed and accuracy).
- Ability to work under pressure
- Ability to work independently as well as part of a team.

#### **Core Competencies:**

- Accuracy and attention to detail.
- Administrative skills.
- Organisational skills.
- Interpersonal skills
- Customer service orientation
- Industry Knowledge
- Time Management