

Job Opportunity

Post	Data Entry Officer	Reference	TradeNet-HR/J/2024/05
Location	Male'		
No of positions	01		
Term of Employment	The Duration of the assignment is 1 (one) year from the commencement of work. Contract can be extended after performance analysis at the end of the term.		
Remuneration	Based on qualifications and experience.		
Qualification & Experience	<ul style="list-style-type: none"> Minimum GCE O' Level pass in 3 subjects 		
Responsibilities	<p>Data Entry and Validation:</p> <ul style="list-style-type: none"> Perform accurate and efficient data entry tasks using Microsoft Excel. Validate and cross-check data for completeness and correctness. Collaborate with the Data Team to address the specific data entry requirements of the specific agency. Ensure timely completion of data entry tasks as per the agency's expectations. <p>Quality Assurance:</p> <ul style="list-style-type: none"> Maintain a high level of data accuracy and integrity throughout the data entry process. Identify and rectify discrepancies in datasets. <p>Documentation:</p> <ul style="list-style-type: none"> Maintain clear and organized records of all data entry activities. Prepare regular progress reports on completed tasks. <p>Collaboration and Communication:</p> <ul style="list-style-type: none"> Work closely with the Data Team to seek guidance and clarification on data-related tasks. Communicate effectively with the Ministry of Tourism to understand their specific data entry requirements. 		
Desired Skills	<ul style="list-style-type: none"> Currently pursuing a degree in a relevant field will be an advantage (e.g., Data Science, Information Technology, Statistics, Data Management). Advanced proficiency in Microsoft Excel. Strong attention to detail and accuracy. Excellent organizational and time-management skills. Ability to work independently and collaboratively within a team. Strong communication skills. 		

Interested applicants are requested to email us your applications with the following documents before 1600 HRS on 30th January 2024 to

careers@tradenet.com.mv

- Completed Job Application Form (Attached)
- Passport Size Photo (digital copy)
- Scan of National ID card
- CV
- Scans of educational certificates
- Employment reference letters

Kindly note that only shortlisted candidates will be contacted for an interview.