

JOB DESCRIPTION

JOB TITLE	DATA CAPTURER
ROLE MISSION	To capture information from hard copies to electronic system, i.e. excel, access & SharePoint ensure that the information that is captured is accurate and in good standard.
ORGANISATIONAL STRUCTURE REPORT TO DIRECT REPORTS NUMBER OF REPORT	SharePoint / System Administrator
REQUIRED MINIMUM QUALIFICATION / EXPERIENCE	<ul style="list-style-type: none"> - Matric + 1 - A minimum of 3 years' experience in data capturing
JOB GRADING LEVEL	B1
REQUIRED COMPETENCIES	<ul style="list-style-type: none"> - An understanding of word, excel and basic computer network systems; - Ability to manage relationships between and within different operational. - Attention to Detail - Strong Computer literacy

	<ul style="list-style-type: none"> - Ability to work under pressure and under stressful conditions -Team Player: Working with others independently to attain both individual and team objectives. - Effective written communications skills / Good spelling and grammar skills - Proficient typing and excellent proofreading skills - Time management skills - The ability to juggle multiple projects while meeting deadlines - Maintain strict confidentiality
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KEY PERFORMANCE AREAS			
NO.	KEY PERFORMANCE AREAS (MAJOR ACTIVITIES / RESPONSIBILITIES)	INPUT (METHODS USED)	OUTPUT (EXPECTED RESULTS)
1.	Data Entry	<ul style="list-style-type: none"> • Enter information from documents to be stored and transmitted. • Consistently check work for accuracy and completeness • Complete forms and edits current information • Reads the information and keys the data into the necessary fields. • Compare the entered information with the source to identify errors and correct. 	Data is correctly captured

		<ul style="list-style-type: none"> • Separates information into different sections to categorise and identify certain characteristics. • Assist in developing templates for use by the organisation to streamline the capturing of information. 	
2.	Administrative	<ul style="list-style-type: none"> • Responsible for storing and filing completed information and maintaining records of work tasks and completed documents. • Performs many different administrative tasks such as word processing, filling out paperwork, and maintaining records and files • Telephone queries 	
3.	Operating Equipment	<ul style="list-style-type: none"> • Operates a variety of machines and equipment such as computers with a variety of systems, keyboards, scanners, printers, and copy machines. • Knowledge of specific computer software and programs for data entry tasks. • Keys information directly into the computer, and can also be required to scan documents and fill in any missing information. • Enters data onto tapes or disks for later entry • Responsible for loading compliance machines with the required materials including paper, disks, tape, cards, etc. 	

ROLE DEFINITION	SIGNATURES
AGREED BY INCUMBENT :	
AGREED BY MANAGER:	
DATE:	