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| **JOB DESCRIPTION** | | | | | | |
| **DATE:** | | | | | | |
| COMPANY: |  | | JOB TITLE: | | DATA CAPTURER | |
| DEPARTMENT: |  | | CURRENT INCUMBENT: | |  | |
| DIRECT SUBORDINATES: |  | | INDIRECT SUBORDINATES: | |  | |
| BRIEF DESCRIPTION: | | The position of data capturer consists of inputting encoded data or information in computer databases and spreadsheets using a keyboard, a mouse, an optical scanner or voice recognition software. | | | | |
| QUALIFICATIONS & REQUIREMENTS: | | * High school diploma or equivalent; * Ability to monitor and assess performance of other individuals, to give full attention to what other people are saying, and to use logic and reason to identify the strengths and weaknesses of alternative solutions. | | | | |
| COMPETENCIES: | | * Integrity — Job requires being honest and ethical. * Attention to Detail — Job requires being careful about detail and thorough in completing work tasks. * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations. * Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude. * Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job. | | | | |
| TASKS: | | * Compare data with source documents, or re-enter data in verification format to detect errors; * Compile, sort and verify the accuracy of data before it is entered; * Load machines with required input or output media such as paper, cards, disks, tape or Braille media; * Locate and correct data entry errors, or report them to supervisors; * Maintain logs of activities and completed work; * Read source documents such as cancelled cheques, sales reports, or bills, and enter data in specific data fields or onto tapes or discs for subsequent entry, using keyboards or scanners; * Resolve garbled or indecipherable messages, using cryptographic procedures and equipment; * Select materials needed to complete work assignments; * Store completed documents in appropriate locations. | | | | |
| LINES OF COMMUNICATION: | | Specify | | | | |
| WORKING CONDITIONS: | | Indicate whether the position is half time or full time. List any unique working conditions such as hours  etc. | | | | |
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| SIGNATORIES: | | | | | |  |
|  | NAME: | | | DATE: | | SIGNATURE: |
| INCUMBENT: |  | | |  | |  |
| LINE MANAGER: |  | | |  | |  |
| HR MANAGER: |  | | |  | |  |