**Data Entry Clerk job**

A start up in Kenya is looking to employ Data Entry Clerk for a project it is working on.

**Standard Minimum Qualifications**

Diploma in Survey and mapping ,Information systems or Business related field .  
**Knowledge & Skills:**

1. Ability to carry out basic data analysis and independently rectify problems requiring attention.
2. Advanced Microsoft Office skills, with an ability to become familiar with firm-specific programs and software.
3. Good communication skills required to give and receive information and work with a variety of individuals.

**How To Apply**

Qualified candidates should send their application letter, detailed curriculum vitae, copies of certificates and testimonials, day time telephone contacts to [geoprojectke@gmail.com](mailto:geoprojectke@gmail.com) before 20/01/2020.

**Only shortlisted candidates will be contacted.**