JOB DESCRIPTION

DATA PROCESSING ANALYST

About IndiVillage:

IndiVillage TechSolutions is a 10 year old social enterprise focussed on providing the best in class outsourcing services to blue chip companies worldwide. Our IT & IT Enabled services are Data Projects, Digitization, E-Commerce, Website Design & Development, Natural Language Processing, and Machine Learning. You can read more here https://www.indivillage.com/services#it-iteservices

We are in the process of scaling up across India and out latest centre in raichur will be working on AI related projects. If you are interested in working in AI and making a positive global impact, please apply now.

Brief description:

The position of data processing analyst consists of inputting encoded data or information in computer databases and spreadsheets using a keyboard, a mouse, an optical scanner or voice recognition software.

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.
• Locate and correct data entry errors, or report them to supervisors.
• Maintain logs of activities and completed work.
• Read source documents such as canceled checks, sales reports, or bills, and enter data in specific data fields or onto tapes or disks 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.

Qualifications and requirements

• Graduation
• Knowledge of Adobe Photoshop or any image editing software is a plus.
• Ability to monitor and assess the 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.

Lines of communication

Will be reporting to respective Team leader

Working conditions

• This position is for full-time employment
• Should be flexible to work in shifts
• Minimum 48 working hours per week

Contact us:

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