



Menu ▾

APS 3 Data Entry



flexhive by Hudson

📍 Harman, Canberra ACT

🏢 Data Entry & Word Processing (Administration & Office Support)

🕒 Contract/Temp

💰 Up to \$40 p.h.

Posted 1d ago

More jobs from this company

We are looking for Data Entry officers for a short term contract starting ASAP with one of our government clients.

- Canberra location
- Work in the office initially but open to hybrid
- \$40 p/h
- Full time hours until 22/12/2023 - ASAP start

Duties and responsibilities:

- Assist in the compilation and evaluation of data
- Develop an understanding of various systems
- Utilise Microsoft Excel and supporting tools to compile product data
- Work collaboratively and contribute efficiently and effectively in a fast-paced environment
- Adhere to documented standards, and policies
- Undertake other duties relevant to the project as directed

The successful candidate will have:

- Previous data entry or administration experience
- High level of attention to detail
- Strong computer skills
- Must be an Australian Citizen

Be careful

Don't provide your bank or credit card details when applying for jobs.

[Learn how to protect yourself](#)

Thinking about a career as a Data Entry Clerk?

- Insights on salary & in-demand skills
- Reviews from people working in the industry

[Explore career](#)

Job seekers

[Job search](#)

[Profile](#)

[Recommended jobs](#)

[Saved searches](#)

[Saved jobs](#)

[Applied jobs](#)

[Career advice](#)

[Explore careers](#)

[Explore salaries](#)

[Company reviews](#)

Employers

[Register for free](#)

[Post a job ad](#)

[Products & prices](#)

[Customer service](#)

[Hiring advice](#)

[Market insights](#)

[Recruitment software partners](#)

Download 

apps

SEEK 

sites

About SEEK

About SEEK

Newsroom

Investors

Work for SEEK

International
partners 

Partner
services 

Privacy policy

Terms & conditions

Protect yourself online

© SEEK. All rights reserved

Contact

Help centre

Contact us

Product & tech blog

SEEK videos

Social 