

## Recruitment for Process Executive

### Job Tasks and Responsibilities

- prepare, compile and sort documents for data entry
- internet browsing skills
- check source documents for accuracy
- verify data and correct data where necessary
- obtain further information for incomplete documents
- combine and rearrange data from source documents where required
- enter data from source documents into prescribed computer database, files and forms
- scan documents into document management systems or databases
- check completed work for accuracy
- store completed documents in designated locations
- Performs regular standard tasks but with an opportunity to vary work sequencing
- Manage everyday work activities and informed supervisor appropriately.
- Administer and collect all metrics on processes and identify data points to improve all processes.
- Documents all transactions on an everyday basis and collate metrics from various associates and prepare appropriate reports.
- Ensure and maintain effective professional relationships with staff.
- Perform quality check assessment on all processes of various associates.
- Coordinate with team members and ensure achievement of all team objectives and goals.
- Analyze all issues of internal and external clients and provide effective resolutions for same.
- Requires minimal supervision to manage daily activities and is able to meet deadlines.
- Ensure that issues faced during process execution are escalated meritoriously to the immediate supervisor
- Effective communication in both verbal and written.
- Responsible for maintaining daily production logs
- Adaptable to learn new processes, concepts and skills.
- Identify process efficiencies and contribute to improve.
- Be a team player by providing required inputs on time to enable the team to process the task efficiently.

### Key Competencies

- planning and organizing
- Good Typing skills (at least 25 wpm)
- information collection and management
- proficient in relevant computer applications such as MS Office
- accurate keyboard skills and proven ability to enter data at the required speed
- Decent Communication Skills