JOB DESCRIPTION

Job Title **OPERATOR – DATA ENTRY**

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Position Title: Operator – Data Entry	**Band:** C1 & C2
Business Group: Oil & Fats	**Business:** Oil & Fats
Department: Production	**Location:** Berbera, Somaliland
Administrative Reporting: AM	**Functional Reporting:** MM

JOB SUMMARY (Brief about the job)

Data Entry Operator, Arranging Material, Batch ticket and issuing LPN, Move Order generation, Financial audits

ROLES & RESPONSIBILITIES

Arranging Material as per requirement, issuing batch ticket, LPN, System vs Physical Stocks, etc

KEY RESPONSIBILITY AREAS

- Keeping Plant Up to date
- To follow daily weekly and monthly schedules for preventive maintenance
- Able to work with team and able to attend the break down calls as individual
- Record maintenance of all maintenance related activities

QUALIFICATIONS (Education - Technical Skills - Experience - Certificates)

Work Experience:

- 4 – 06 years' experience in data entry.

Education:

- Bachelor degree

Technical Skills:

- Basic English Skills.
- Hands on experience on ERP system (SAP/Oracle)
- Working Knowledge of Microsoft office

COMPETENCIES

- Good Communication skills.
- Time management.
- Details orientation.
- Teamwork and Collaboration.
- Decision Making & problem solving
- Working under pressure.

ADDITIONAL REMARKS

This document covers the main duties of the post which are not limited and restricted to what mentioned but indicative, so that in addition, there are other assigned duties that may be required at any time as per business need and function nature.