



Job Description- Data Entry Operator (MIS Officer) – Biraul, Darbhanga

About SEEDS

SEEDS is a not-for-profit organization that helps make communities resilient through comprehensive interventions in the areas of disaster readiness, response, and rehabilitation. Since 1994, the organization has worked extensively on every major disaster in the Indian subcontinent, integrating locally based approaches to build the long-term resilience of the communities it serves. As SEEDS looks at completing 26 years of outstanding service to humanity, it is re-anchoring its approach to building resilience through innovation.

Position

This position is for the Data Entry Operator (DEO) of the project.

Responsibilities

- Data collection & entry in numerical information in the MIS Software provided by Heifer international within the time limits (Daily, weekly, Monthly & Quarterly basis)
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer/Data entry.
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output.
- Ensure data collection and data entry on time and ensuring data quality.
- Generate reports, store completed work in designated locations.
- Communication between field team on regular basis for progress data
- Responsible for keeping MIS software data backup on weekly basis.
- Scan documents and print files, when needed.
- Keep information confidential.
- Keep all records in the office for verification and future reference.
- Respond to queries for information and access relevant files.
- Comply with data integrity and security policies.
- Ensure proper use of office equipment.

Candidate must have

- DCA/PGDCA and computer certification acquired will be a plus.
- Solid experience as a Data Entry Operator
- High speed of typing and accuracy
- Proficient with Microsoft Office & Internet-emails
- Familiarity with rural development program data
- Experience carrying out administrative tasks
- Advanced user of office equipment (scanner, printer, etc.)
- 3 years of experience in MIS/ data entry operator roles a plus
- Must be comfortable with sitting for long periods

We value

- Ability to make considered and effective decisions and take clear action to address issues
- Attention to detail to spot challenges and opportunities
- Ability to collaborate with teams in a multi-cultural, multi-disciplinary environment
- Strong analytical and persuasion/negotiation skills, with the ability to influence, negotiate, motivate, advocate, and resolve conflict
- Ability to succeed in often interrupt-driven, ambiguous, and highly flexible environments
- Ability to work and deliver independently as well as be part of a team

Location

Biraul, Darbhanga, India

Travel

As per need of project

Term

1 Year (Renewal)

How to Apply

Candidates with a passion to work in the humanitarian sector and with the above qualifications and experience may apply to joinus@seedsindia.org with the subject "Data Entry Operator" in SEEDS latest by 30th April 2021. We are an equal opportunity employer and value diversity at our organisation. Please mention your current and expected salary, and joining time required.

For information about the organisation, visit us at www.seedsindia.org.