



The South African Council for the Project and Construction Management Professions (SACPCMP) is a juristic person established by section 2 of the Project and Construction Management Professions Act (Act No.48 of 2000) which provides for statutory professional certification, registration and regulation of Project and Construction Management Professions in order to protect public interest.

**Position: Data Capturer (TEMPORARY) (6)**

**Salary- R 10 000 per month (Gross)**

**5 months contract**

**Role Description:**

We are looking for a focused data entry clerk to accurately capture, update and scan our Council' information/data

The candidate will be responsible for the following:

1. The data entry clerk will liaise with and follow up with employees within the Council as well as with stakeholders to collect information.
2. The data entry clerk will capture the data into relevant databases in a **timely** and **accurate** manner.
3. Identify and correct errors, and swiftly bring them to the attention of relevant parties where necessary.
4. Scanning through information to identify pertinent information.
5. Correcting errors and organizing the information in a manner that will optimize swift and accurate capturing.
6. Creating accurate spreadsheets.
7. Entering and updating information into relevant databases.
8. Ensuring data is backed up. Informing relevant parties regarding errors encountered.
9. Storing hard copies of data in an organized manner to optimize retrieval.
10. Handling additional duties from time to time.
11. Report daily on data captured and discrepancies noted
12. Scanning documents and ensure accurate reference, listing and electronic storage
13. Check completeness and correctness of data received.
14. Provide captured information as and when required.
15. Ensure proper and safe keeping of data.

**Requirements:**

- Grade 12
- 1 - 3 years' experience related work
- Excellent knowledge of MS Office Word and excel
- Strong interpersonal and communication skills
- Ability to concentrate for lengthy periods and perform accurately with adequate speed
- Proficient touch-typing skills

In this position you will be reporting to the Project Manager.

**Closing date: 14 October 2022**

If you have not heard from us within 2 weeks of the closing date, regard your application as being unsuccessful. SACPCMP reserves the right to make appointments or not. Please clearly indicate the position you are applying for.

Please submit your CV and **certified copies of your qualification** to:

E-mail address: **recruitment@sacpcmp.org.za**

Address: **Erasmusrand, Pretoria**