

Data Entry

Stronger Families Alliance is seeking applications for a casual and temporary role undertaking Data Entry. The position is for approximately 200 hours of data entry work (and job-sharing is possible).

The role will include entering survey data online, and would suit someone with an eye for detail who is looking for flexible working conditions.

The role can be completed in one of our offices, or at home on your own computer.

Key responsibilities:

- Transferring a large body of survey data to our online platform (approximately 2500 completed surveys);
- Ensuring that all answers are recorded correctly;
- Checking in with Stronger Families Alliance Backbone (BMCC and MCRN) regularly about progress made on data entry;
- Ensuring that the survey data remains confidential.

The survey data contains sensitive information, and you will need to sign a confidentiality agreement prior to commencement stating that you will not share this information.

This position will be remunerated at \$26 / hour.

To apply for this position, or for more information, please send your resume and a cover letter to Kris Newton: manager@mcrn.org.au; 0458 626210.

Applications close Friday 7 December 2019.