

Ready to be part of one of the one-stop providers of customized solutions for healthcare facilities with a global reach? **Apply now!**

For our **ASIA/MEA office in Cairo, Sheikh Zayed/Giza, INTEGROMED is hiring a:**

Data Entry Specialist

What will you do:

- Transfer data from Received mails, and paper formats into SAP database systems using keyboards, data recorders, or optical scanners
- Type in data provided directly from customers entering customer and account data from source documents within time limits
- Create spreadsheets with large numbers of figures without mistakes
- Verify data by comparing it to source documents
- Update existing data
- Retrieve data from the database or electronic files as requested
- Perform regular backups to ensure data preservation
- Sort and organize paperwork after entering data to ensure it is not lost
- Responsible for maintaining accurate, up-to-date, and usable information in our systems

Technical skills:

- Fast typing skills: Knowledge of the touch-typing system is strongly preferred
- Excellent knowledge of word processing tools and spreadsheets (MS Office Word, Excel, etc.)
- Working knowledge of office equipment and computer hardware and peripheral devices
- Basic understanding of databases
- Experience in SAP is a plus

Required personal skills:

- Great attention to detail, multitasking, communication skills, time management, understanding of database structure, organized, Comfortable working independently with minimal supervision

Language Skills:

- Very good in English

Professional experience:

- From 0-2 years of experience in a similar position, experience in using SAP is a plus

Educational background:

- B.Sc. degree

Please send your application to:

Khadija Fidallah
careersME@integromed.de

Imprint/Company HQ address:

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