



JOB DESCRIPTION FORM

Position:	Data Operator
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Organizational Information:	Department:	Camp and Facilities
	Project:	North Macedonia Corridor 8 & 10d Motorway
	Immediate Supervisor:	Camp & Facilities Manager
	Reporting Position(s):	-

Summary:	We are seeking a detail-oriented and efficient Data Operator to join our team. As a Data Operator, you will play a critical role in managing and processing data accurately and efficiently.
Primary Responsibilities:	<p>Input and process data accurately and efficiently into designated systems or databases.</p> <p>Verify and review data for completeness, accuracy, and consistency.</p> <p>Maintain data integrity by identifying and resolving any discrepancies or errors.</p> <p>Perform regular data quality checks and audits to ensure accuracy and compliance.</p> <p>Assist in the development and implementation of data entry and quality control procedures.</p> <p>Generate reports and extract data as needed for analysis or reporting purposes.</p> <p>Assist with data cleaning, organizing, and formatting to ensure data consistency and usability.</p>

Job Requirements:	Education Level:	High school diploma or equivalent; additional education or certifications in data management or related fields is a plus.
	Discipline:	-
	Foreign Language:	English, Turkish
	Computer Skills:	MS Office
	Functional Competencies (Technical Knowledge and Skills):	Strong attention to detail and ability to maintain a high level of accuracy in data entry and processing.
	Experience:	0-3 Years
	Job Location:	Gostivar
	Other:	