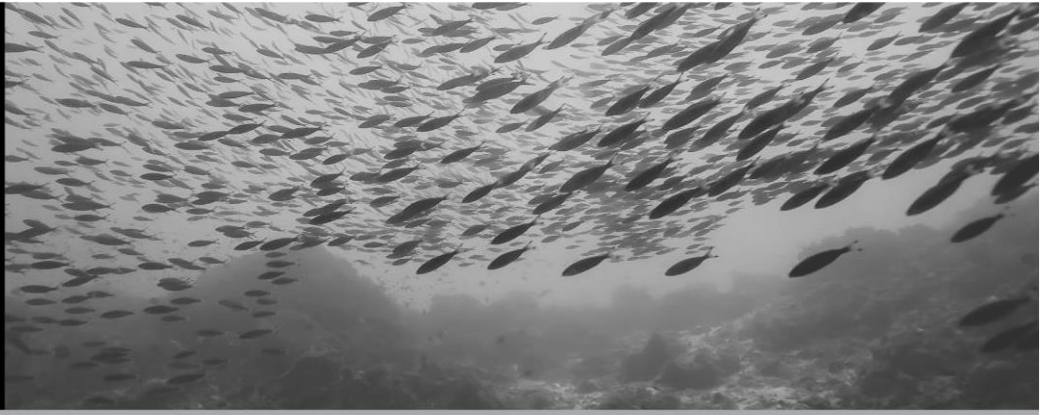




UPSTREAM
GROUP



DATA CAPTURE ADMINISTRATOR

CONSUMER FRIEND ARE HIRING!

JOB DESCRIPTION

To ensure that all debt review documents received are captured accurately and timeously as set out by the National Credit Act.

BASIC DUTIES

- Ensure that data is captured accurately.
- Ensuring compliance with the National Credit Act
- Adhering to turn around times.

REQUIREMENTS

EDUCATION:

- NQF Level 4 – matriculation
- Computer literate

EXPERIENCE:

- 1 year of administration experience.
- Debt review/ debt counsellor experience will be advantageous.
- Retail experience will be an advantage.

SKILLS & ABILITIES:

- Strong interpersonal skills.
- Deadline orientated.
- Excellent attention to detail.



- Excellent accuracy.
- Excellent time keeping.
- High level of self-organization and control.
- Prioritizing on quality of work.
- Ability to work in a team

OTHER REQUIREMENTS:

- Willing to work extended hours when necessary.
- Ability to work under pressure.

Please forward your applications, including a motivational letter highlighting why you are to be considered for this position to HR@upstreamgroup.co

Deadline: 03/05/2021

People with disabilities are welcome to apply.

