



## Job Description

### Data Entry Operator

<b>Position</b>	<b>Data Entry Operator</b>
<b>Employment type</b>	<b>Full-time</b>
<b>Compensation</b>	<b>Above Market</b>
<b>Location</b>	<b>Gurugram, Haryana</b>
<b>Reporting to</b>	<b>Director of Operations</b>
<b>How to apply</b>	<b>Please apply through the <a href="#">link</a> OR Email us at: <a href="mailto:careers@sitare.org">careers@sitare.org</a></b>

**About Sitare Foundation:** Sitare Foundation, founded by Shilpa and Amit Singhal, believes in the power of education and the impact it can have on the lives of people. In today's world, good education is not always accessible to the underprivileged in our society. There is tremendous potential and talent in these children, all they need is access to good education. We believe in finding the brightest and most intellectually gifted underprivileged children from across India, and providing them with a great education.

The challenge of educating underprivileged children is daunting, but that does not and *will never* deter us. We are taking a scientific, step-by-step approach to impact lives, families, and societies through education. We aim to educate 50,000 students by 2050. We know that after going through our seven-year program, our students will shine like Sitare, and inspire millions in their own communities.

#### Key Responsibilities

- Scheduling, managing and monitoring meetings on zoom for all the grades and sections.
- Preparation for the zoom meetings, keeping track of presence of all the students and coordinating in a professional manner for the Subject experts and City Coordinators.
- Entering data into database software and checking to ensure the accuracy of the data that has been inputted



- Collecting and entering data in databases and maintaining accurate records of the foundation's information.
- Manage logistics related to technology (ie: computer/internet set-up, manage student account information)
- Performing high-volume data entry using word processing, spreadsheet, database, or other computer software.
- Responding to queries of the students during and after the classes related to information about starting/concluding the classes.
- Tracking student attendance and class schedules by coordinating with Subject Experts and City Coordinators.

#### Qualifications and Skills

- A recent diploma/graduate/post-graduate in any subject.
- A diploma or certification in computer programming is preferred.
- Experience of working in a similar profile would be advantageous.
- Excellent verbal and written communication skills.
- Familiar with administrative procedures.
- Proficiency in various computer programs such as MS Office tools and G Suite tools (docs, spreadsheet, slides, forms etc.).
- Ability to work in a fast-paced, high-speed environment, follow standardized work and adhere to safe work practices in a continuous improvement environment