



Data Entry

Hays • Newcastle Area NSW



Base pay
\$25 - \$31 / hr



Work type
Temporary



Contract type
Not provided

Job details



Date posted
10 May 2022



Expiring date
10 May 2023



Category
Admin & Office Support



Occupation
Data Entry



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\$25 - \$31 /hr



Work type
Temporary



Job mode
Standard/Business Hours

Full job description

Your new company

Join a large organisation in Newcastle City. Fast paced role, high volume data entry.

Your new role:

- High Volume Numeric and Alpha-numeric Data Entry
- High Accuracy
- High Key Strokes
- High Words per Minute (WPM 50+)
- Fast learner essential
- Ability to pick up various systems quickly
- Learn in a fast paced environment
- Must be a team player

What you'll need:

- Must want full time hours
- 8:30am - 5pm Monday to Friday
- Double Vaccinated
- Pass skills Test
- Right to work and live in Australia
- Must be Immediately Available
- Must be happy to work in Central Newcastle location

What you'll get in return

- Long term steady employment
- \$30 per hour +Super
- Work in a positive Team environment
- Learn new skills and develop professionally and personally

What you need to do now

If you're interested in this role, forward an up-to-date copy of your CV to roxann.bentley@hays.com.au or call us now.

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.

LHS 297508 #2648208