

Data Entry Specialist - PART TIME

Company - Uni Enrol Sdn Bhd (Education Services)

Location - Sunway Geo Avenue, Bandar Sunway

Company Background

Uni Enrol Sdn Bhd is Malaysia's largest education technology company that matches students with colleges and universities locally and internationally. We help students who wish to study to choose the right course, search for scholarships and apply to the best colleges & universities. We are expanding and we are searching for the best talents. Come and join us if you are passionate about education and looking to build your career in the education services industry.

Commitment Expectation

- Able to be physically working in the office (Sunway Geo Avenue, Bandar Sunway).
- Remote working can only be approved once the reporting manager is satisfied with the work quality and deliverables.
- Commit to the deadlines that need to be met.
- Must have your own laptop and be familiar with basic Excel and Words functions.
- Monday to Friday full day or half day work.

Job Summary

To build a comprehensive higher education information database of the best universities worldwide.

Job Description

Your primary responsibilities will be

- Research and build the information database of various Australia, United Kingdom & Ireland universities that includes information on courses, fees, and other critical information.
- Research on requirements to establish different types of careers pathways overseas.
- Learn about the application and enrolment processes to study in Australia, United Kingdom & Ireland.
- Enter the data and information into the system following the format provided.
- Assist Education Counselors on queries regarding the information when required.

Requirements

- Minimum Diploma or degree in any field. Fresh graduates are also welcome to apply.
- High attention to detail in research and data entry. Minimal input error.
- Have affinity to build content that will have long term positive impact and change the way how students explore education options and pathways.
- Possess your own laptop.
- Familiar with work applications such as **Excel and Words**.
- Be able to travel and work on-site in the office (Bandar Sunway).

Remuneration

Monday to Friday

Full Day: 9.00am-6.00pm with one hour lunch break (RM100 a day); OR

Half Day: 9.00am - 1.00pm or 2.00pm - 6.00pm (RM50 per session)

Email us your resume at career@unienrol.com.