



KORBITEC

CUSTOMER SERVICE CENTRE

Reporting & Data Operator

An excellent opportunity exists for a Reporting and Data Operator. This key role provides a central point for the compilation, distribution and management of facts, data, information and reports.

The goal is to provide a high degree of customer service by providing management with an adequate decision support system by providing information that is timely, accurate, consistent, complete and relevant.

REQUIREMENTS:

- Matric
- MOUS / MCAS qualification or relevant work experience of at least 1 year
- Excellent working knowledge of Visio, MS Office, Outlook, Email, Internet and Windows and general IT functions
- Good typing skills (minimum of 35wpm)
- Good written and verbal communication skills
- Report writing experience and basic mathematical skills
- Good understanding of databases

HIGHLY ADVANTAGEOUS:

- SQL query writing experience
- Working knowledge of Crystal Reports
- Knowledge of statistical analysis
- Knowledge of MS reporting services

PERSONAL ATTRIBUTES:

- Logical, accurate and analytical
- Able to work with minimal supervision (self motivating) and meet deadlines
- High attention to detail
- Perseverance with a customer focus
- Shows initiative
- Quick learner and able to work in a dynamic IT environment

Please Note: In support of the company's Employment Equity Plan, applicants from designated groups will be given preference.

If you are interested in this exciting opportunity, please forward your CV to jobscsc@korbitec.com or Fax to 021-6583656.

Should you have had no response from Korbitec within two weeks, please assume that your application has been unsuccessful.