

**Ready to be part of one of the** one-stop providers of customized solutions for healthcare facilities with a global reach? **Apply now!**

For our office in Cairo, Sheikh Zayed/Giza, Integromed is hiring a

## **Data Entry Specialist**

### **What will you do?**

- Transfer data from received mails, and paper formats into SAP database systems using keyboards, data recorders, or optical scanners
- Type in data provided directly from customers by entering customer and account data from source documents within time limits
- Create spreadsheets with large numbers of figures without mistakes
- Verify data by comparing it to source documents
- Update existing data
- Retrieve data from the database or electronic files as requested
- Perform regular backups to ensure data preservation
- Sort and organize paperwork after entering data to ensure it is not lost
- Responsible for maintaining accurate, up-to-date, and useable information in our systems.

### **Technical skills:**

- Fast typing skills: Knowledge of the touch-typing system is strongly preferred.
- Excellent knowledge of word processing tools and spreadsheets (MS Office Word, Excel, etc.).
- Working knowledge of office equipment and computer hardware and peripheral devices.
- Basic understanding of databases.
- Experience in SAP is a plus.

### **Required personal skills:**

- Great attention to detail.
- Multitasking.
- Communication skills.
- Time management.
- Understanding of database structure.
- Organized work style.
- Comfortable working independently with minimal supervision.

### **Educational background:**

B.Sc. degree

*Please send your application to:*

**careersME@integromed.de**

*Imprint / Company HQ address:*

**Integromed GmbH  
Zimmerstr. 1  
04109 Leipzig/Germany**

**\*\*Job location Cairo/Egypt, Sheikh Zayed**