



DATE ENTRY OFFICER

About Us

Kiu means "Bridge". It's the bridge that connects people and businesses together. We are a social enterprise that is impacting small businesses today to make for a better Vietnam tomorrow. We work with small and medium-sized businesses (SMEs) and enable them to run their businesses more efficiently. When SMEs prosper, so do the communities they come from. Kiu develops powerful technology tools to help companies succeed. We will help you do the same with your career. In 2015, Kiu pioneered the idea of a fully integrated, cloud-based business management platform for the emerging markets, creating a whole new economy. Today, Kiu has helped over 25,000 companies and millions of careers grow like never before.

For more information, please visit our website: www.kiuglobal.com.

About job

Job Description

- Capture information in an electronic format from images of parcels and mail items...to computer file or database system using the keyboard;
- Retrieve data from databases or electronic files on request;
- Verify data by comparing it with source documents;
- Update data (if any);

Requirements

- Fast typing skills;
- Data entry skills;
- Attention to details;
- Thoroughness;
- Excel, Word skills;
- English (reading & listening)
- Full-time position available;
- Age: unlimited.

Benefits

- Salary: upto \$500 per month;
- Working the colleagues who are young and full of passionate intensity;
- Working in a friendly, active international working environment;

- Be trained carefully before implementing their task.

Working time and location:

- 8 hours/day, from 9am – 6pm New Zealand time (4 am – 12am Vietnam time)
- Kiu Vietnam Office: No 55, road 1, F361 An Duong, Tay Ho, Hanoi

How to apply

All interested candidates, please send your via:

- Email: hr@kiuglobal.com
- Phone: 0246 328 1884

