

# Data Entry Specialist

## *Overview*

Our Sales Ops Team is looking to add a **Data Entry Specialist** to their team. The person will help the Axway Global Sales organization with managing activities corresponding to data transfers.

This is a temporary part-time opportunity for additional income and the option to work in an international corporate environment with flexible hours and work from home.

## *Responsibilities*

Enter timesheet data manually from one internal system to another for Services teams in Axway. Double-check the correct entry and numbers adding up.

## *Qualifications*

- English speaking – upper-intermediate or advanced
- Computer literacy
- Diligent and organized person
- High level of accuracy and efficiency
- Great attention to detail
- Excellent time-management skills
- Similar experience is a plus
- French knowledge would be considered a plus

For more information or to apply for the role please email: [resumes.bg@axway.com](mailto:resumes.bg@axway.com)

