



Data Management and Processing Officer

AT COMPASS WEST, WE ARE NO-NONSENSE PROBLEM SOLVERS. As a boutique agency we work with our clients to solve everyday issues effectively and efficiently. We don't believe in just consulting; we know that what businesses want is good advice followed by delivery, training and ongoing support. Our process is simple – we identify problems to solve, develop solutions to solve the problems and deliver tangible outcomes.

Compass West seeking a **Data Management and Processing Officer** to join our growing team and help service the needs of our diverse client base.

This position will be part-time, with the opportunity to grow into a full-time role for the right applicant. You will have the ability to work remotely after successful completion of an in-house probation period, and will have the freedom to keep flexible hours, with all required equipment being provided.

Responsibilities include the following:

- ✓ Consistent data entry and management for reporting
- ✓ Preparation of monthly reports
- ✓ Supporting our Accounts Management team with ad hoc requirements

Successful applicants will have the following **experience**:

- ✓ At least 3 years of experience within a similar or relevant administration or data processing role
- ✓ Advanced skills in Microsoft Excel
- ✓ Administration experience in Microsoft Office Suite

The candidate must be able to demonstrate the following **soft skills**:

- ✓ Ability to work in a team environment and share tasks with other team members.
- ✓ The ability to efficiently and professionally interact with clients via email, face to face and telephone
- ✓ Ability to self-manage and work well in the "work from home" environment

The **Package**

- ✓ Above-award rates subject to experience
 - ✓ Flexible working hours and arrangements for the right candidate
 - ✓ All equipment provided
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To Apply

- E-mail your cover letter and resume (or LinkedIn profile!) to team@compasswest.com.au