



Role titles	Data Collection & Data Entry Assistants
Vacancies available	2x data collection 2x data entry
Type	Fixed term contract
Term	Up to 3 months
Location	1 Thorndon Quay Thorndon Wellington
Start Date	Mid-June
Hours	Negotiable but prefer Monday to Friday (9am – 5pm).
Remuneration	\$20 (plus GST) per hour.
Project Description	<p>We are updating our membership data and require paper-based information to be updated and entered into our system.</p> <p>We have two types of roles:</p> <ul style="list-style-type: none"> - Data Collection – this is for members of Taranaki Whānui ki te Upoko o te Ika - Data Entry – this is for non-members of Taranaki Whānui ki te Upoko o te Ika
Role Description (Data Collection)	<p>This role is for MEMBERS of Taranaki Whānui ki te Upoko o te Ika.</p> <p>Tasks</p> <ul style="list-style-type: none"> - Phone contact with members. - Updating paper records. - Any other general administrative duties related to this role. <p>Required skills:</p> <ul style="list-style-type: none"> - Multiple whānau connections within Taranaki Whānui ki te Upoko o te Ika.
Role Description (Data Entry)	<p>This role is for NON-MEMBERS of Taranaki Whānui ki te Upoko o te Ika.</p> <p>Tasks:</p> <ul style="list-style-type: none"> - Data entry from paper records. - Scanning paper records. - Any other general administrative duties related to this role. <p>Required skills:</p> <ul style="list-style-type: none"> - Strong data entry skills. - Competent typing skills. <p>Preferable skills (but not necessary):</p> <ul style="list-style-type: none"> - Some familiarity with Te Reo Māori names.
Confidentiality	<p>This project involves handling confidential and personal information about our members.</p> <p>Selection criteria:</p> <ul style="list-style-type: none"> - Applicants must be willing to sign a confidentiality waiver. - All work must be supervised and completed on site.