

Wordworks is looking for Data Capturers!

We need experienced data capturers to work at our offices for short stretches of time. We are open to negotiating hours - full days or part time work. We will pay R70 an hour.

We have work opportunities immediately available!

Ideal candidates

- Will have good references for accurate and speedy data capture.
- Must be very confident in excel.
- Will bring their own laptops
- Will work under supervision in our offices in St James for at least 10 hours a week
- May be able to do additional work from home

If we select you to be part of our pool of Data Capturers then

- You will stay on our books.
- We will approach you when we have work.
- If you can take up the job we will sign a contract for an agreed duration.
- We will pay you at the end of each month on production of an invoice and time sheet.
- If you are not available, we will approach you next time!
- If you wish to be removed from our pool, you will notify us.

If you are interested, please send the following to isabella@wordworks.org.za

- A covering letter motivating your interest in working for Wordworks
- Your CV
- Names and contact numbers of two referees who can speak about the quality of your data capture

We will let you know within a week of your application if you have been approved for our pool of data capturers.