Job Title: Data Entry Clerk

Location: Birmingham, UK

Salary: £18,000 - £20,000 per annum, depending on experience

Our client is a leading logistics company based in Birmingham and they are currently seeking a Data Entry Clerk to join their team. The successful candidate will be responsible for accurately inputting data into the company's database and ensuring that all information is up-to-date and correct.

Key Responsibilities:

* Accurately inputting data into the company's database
* Verifying and checking data for accuracy and completeness
* Identifying and correcting errors in data
* Organising and filing data in an efficient and organised manner
* Assisting with general administrative tasks, such as photocopying and scanning

Skills and Experience:

* Previous experience in a data entry or similar role
* Strong attention to detail and accuracy
* Good organisational and time management skills
* Proficient in using Microsoft Office and other office software
* Ability to work independently and as part of a team
* Good communication skills

Qualifications:

* GCSEs or equivalent qualifications in English and Maths

If you are interested in this opportunity and meet the above criteria, please submit your CV and covering letter.