
Kefron – Data Entry / Prep Technicians

Position Reports to: Project Manager

About Kefron

Kefron is a family owned document and information management company.

Kefron is a people business and we are experts in what we do. People like doing business with people who work closely with them to understand their needs. That's why we recognise that our core strength is our people and because of this, our people pride themselves in getting things right.

Our Vision: Our brands in every building

Our Mission: To get closer to our customers. See the need, deliver the solution

Our Values:

- Passion & Pride
- Security & Trust
- Initiative & Ownership

Job Purpose:

A data entry / Prep technician is responsible for ensuring that production is carried out efficiently in adherence to quality standards and the manufacturing schedule.

Maintenance of customer cataloguing records and achieving project File Target of 550 files per day

Location of role

Airways Industrial Estate, Santry, Dublin. The successful candidate is responsible for their own transport to and from work.

Key Responsibilities (Key Responsibilities include, but may not be limited to)

- Index Information as per Client Service Level Agreement
- Data entry of the specified fields into the data entry tool.
- Maintaining archive standard cataloguing protocols,
- Identification of exceptions and escalation to Project Supervisor,
- Sorting files numerically, maintaining safety and security standards,
- Adherence to site policies for same.
- Assessing files against agreed benchmarks for damage and deterioration,
- Cleaning batches to agreed benchmark standards,

- Maintaining safety and security standards,
- Maintaining daily target output.

Personal Specification

- High attention to detail
- Working to KPI Targets daily
- The ability to prioritise and multitask, with excellent time management skills
- Excellent communication skills to include verbal, written and listening
- Willingness to problem solve and provide support
- Resilient and calm whilst working in a fast paced, high volume environment.
- Excellent Time Keeping is essential

Training Required (Formal & Informal):

- Microsoft Access
- Document Preparation

Work Experience Necessary:

- Experience of administration is preferred
- Experience of data entry is preferred
- Experience of document prep is essential

Personal characteristics:

- A professional and very dynamic person that can adapt to the ever-changing environment of Kefron.
- Must be high energy and self-motivated and deliver on agreed commitments in a professional and timely manner.
- Excellent communications and relationship management skills
- Must be a team player, yet highly self-driven and ambitious
- Strong organisational skills in order to deliver on customers' expectations.
- To have the ability to set realistic individual objectives to drive departmental goals.
- Must have a financial understanding and have the ability to maximise margins.
- High level of proficiency with computer systems such as Microsoft Word, Excel, Outlook and PowerPoint.

Kefron is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you have a disability or special need that requires accommodation, please let us know.

