

Data Entry Assistant

Location: Edinburgh – hybrid working

Salary: £12.50 per hour

Type: Temporary 6 month position.

Experience: Experience of databases, spreadsheets and data entry in any capacity.

Hours: 12 hours per week. Flexible working hours/weekends/evening working are all possible.

Main Purpose of Job

Winning Leishman are seeking a Data Entry Assistant to join our team. This post will involve accurately transferring fundraising data from sources such documents and spreadsheets into Winning Leishman's database. You will also support the identification of trust and foundation funding opportunities through research. You will receive comprehensive training.

Position in Organisation

Report to the Winning Leishman Directors.

Responsibilities

- Create, complete and maintain accurate database records
- Independent working to meet targets
- Support the identification of trust and foundation funding opportunities through searches

Person Specification

Skills & Experience

- Impeccable attention to detail and a systems thinker with a methodical approach
- Good IT skills, Excel and MS Office, with a working knowledge of database systems
- Reliable and well organised with good time management skills
- Proactive and able to stay motivated whilst undertaking methodical and bulk data entry tasks
- Understanding of data protection and GDPR

Qualifications

- Higher qualification (in any subject) or studying towards

Key Dates

Closing date: 12 noon on Friday 1st November

Interviews (by Zoom): Tuesday 12th November

Start date: By arrangement

How to Apply

Send a 2-page CV and 1-page cover letter/email to ailsa@winningleishman.co.uk. In your cover letter please summarise how you meet the job description and person specification and explain your motivation in applying for the post.

You should also provide names and addresses of two references. References will only be contacted for the successful candidate but will be contacted before any formal offer of employment is made.

Please note for cost saving purposes we will only contact applicants that will be invited for interview. If you have not heard from us after one week following the closing date, please assume you have been unsuccessful.