



Data Input Specialist

Location: Canberra, Australia

SystemWare-Pacific Pty Ltd is a Registered Training Organisation (RTO) specializing in complete hardware and software applications for the test and measurement, signal frequency management, signal intelligence, and communication device-monitoring.

The company is currently embarking on a new on-line training venture. We currently provide our product line to Governmental customers in the Australia / New Zealand area of Operations and are expecting to provide on-line training services to a number of other prospective clients.

Due to this growth, we have an immediate vacancy for an experienced Data Input Specialist.

Reporting through to the Training Manager, you will be responsible for:

- Data entry of technical material into the on-line training system
- Customer service enquiries regarding the learning material
- Compilation of customer reports
- General administrative duties

The ideal candidate will have:

- Fast and accurate data entry skills
- Experience supporting business applications such as MS Windows (XP) and MS Office (essential)
- Experience in Adobe Photo Shop or similar applications in highly desirable but not essential
- Strong customer service ethics and a desire to help people get the most out of their software
- Strong written and oral communication skills
- Either currently possess or retain the ability to attain an Australian Government related Security Clearance

We will offer the right applicant a competitive salary package and require applications from people with passion, commitment, and a positive can-do attitude.

Email your application and CV to: info@systemware-pacific.com