



## **We are hiring Data Entry Intern**

*Exciting job opportunity with Africa's leading startup and business accelerator*

# JOB DESCRIPTION: DATA ENTRY INTERN

## About us:

GrowthAfrica is the continent's leading impact accelerator and we are looking for new talent to join our quest to grow the continent's promising start-ups and impact enterprises into prosperous and successful members of our societies, creating much needed job opportunities, economic wealth and social transformation.

We drive investment- and market-readiness through cohort-based programmes and tailored support services. We work hard to ensure that local and international enterprises increase their rate and scope of success, be it during the start-up or market entry phase or the growth or expansion stage.

Through access to capital, markets, technology or knowhow we have since 2002 supported over 1,700 businesses flourish. Our unique methodology and professional delivery allowed 87% of our clients to experience and sustain growth.

Headquartered in Nairobi, we currently run projects across the region. You will join a youthful, international and ambitious team.

## About the role:

The Data Entry Intern is accountable to the Executive Assistant and is responsible for updating, inputting and correcting data into GrowthAfrica's databases. Furthermore, you will be conducting web searches to complete missing data and then adding it to the databases. The work is expected to be completed within 3 months with the possibility of extension. We offer a basic stipend plus a performance bonus based on number of entries and accuracy of the entries.

Your responsibilities will include:

- Compile and input data from business cards, entrepreneurs' details, media contact, investor contacts, funding contacts, master class participants list, mentor and speaker contacts into Excel
- Check work for completeness, accuracy of data, correcting data errors and wrong formats as well as other quality issues
- Provide weekly progress updates and data sets to Executive Assistant
- Perform research on the Internet to complete data entries or establish new data sets
- Review data sets, re-format information, sort data and provide it in the agreed upon format
- Liaise with team members who require the data and provide it in a user-friendly format

Expected deliverables within 3 months:

- Completed databases of business cards, entrepreneurs' details, media contacts, investor contacts, funding contacts, master class participants list, mentor and speaker contacts
- Merging and aligning current data
- Ensure quality and completeness of data
- Identification of information for data entry, cleaning up data and ensuring entries are comprehensive

## Who we are looking for:

- Bachelor's degree in Business or other relevant field from a recognised university
- Previous experience in data entry and management is an asset
- Proficiency in data based spreadsheets
- Ability to produce quality work with speed and accuracy
- Assertive and makes recommendations to improve the process

- Excellent written communication skills
- Meticulous and strong attention to detail
- Good interpersonal skills
- Strong organisational skills
- Strong practical experience in Microsoft Excel and Word
- Experience in doing research on the internet
- Capable of working independently and take initiative
- Ability to work with little supervision
- Flexible and willing to perform tasks outside of core duties

### You have the cultural fit to work in GrowthAfrica if:

- You are passionate about seeing Africa's growth through business
- You are resourceful, innovative and open to learning and your growth
- You feel comfortable working in fast growing environments and flexible to adapt to changes
- You are willing to work when and where the work needs doing (this occasionally includes weekends)
- You are excited about being in an environment that promotes private sector growth for social and economic development
- Must be an avid reader of the business dailies and is always up to date on business news

### Why work with us?

- We offer a great learning experience and platform to jump-start your professional career and gain solid work experience
- Purpose-driven organisation and opportunity
- You will engage with our experts that work with top entrepreneurs and senior executives on the continent
- Join an energetic team dedicated to growing startups and business across Africa
- Grow your professional network as you work and learn with the experts
- Learn about innovation and entrepreneurship across the continent
- Become part of a highly committed, international team

### Other information

This opportunity is based in: Nairobi, Kenya. We aim to select the candidate by 1<sup>st</sup> September 2017 and have you join our team by 15<sup>th</sup> September 2017.

### Want to apply?

- Send your CV in PDF format to [careers@growthafrica.com](mailto:careers@growthafrica.com) with the name of the role in the subject line.
- Deadline for this application is **25<sup>th</sup> August 2017**. If the role is not filled by then, we will still accept and review applications on a rolling base after the deadline
- The selection process will involve a speed and accuracy test



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