



Job Description

DATA ENTRY INTERN

20-25 hours a week
6 months

The data entry intern will assist the HB&P team keep information updated using relevant CRM systems. This role requires a dedicated intern with extreme attention to detail and understanding of CRM systems to ensure the safety of the confidential information from the firm.

Direct Reports This candidate will report to the CEO and managing partners only.

Job Description

- Learn how to use (if needed) our CRM system
- Apply training to upkeep and improve our database with current up to day information provided by the partners
- Keep fluent communication with the team as to relevant changes and modifications
- Work closely with the management team to document and save sensitive data
- Produce data reports

Person Specification

- Proactive attitude at all times
- Extreme attention to detail
- Ability to work in a team effectively
- Fluid communication and reporting to management
- Ability to write at advanced level in English

Desired

- Ability to read, understand and speak Spanish and/or French (intermediate level)

Submit your application/video presentation or CV to talents@harringtonblue.co.uk