

Data Entry Assistant – Pest Monitoring

DEPARTMENT	Verified Lab Services – Post Harvest
LOCATION	Te Puke, Kerikeri
REPORTS TO	Operations Managers

ABOUT THE ROLE

As a Data Entry & Programme Support Assistant, you will support the delivery of the kiwifruit pest monitoring programme through accurate and timely processing of monitoring results.

Working alongside the Field Operations team, you will enter monitoring information into approved systems, check records for accuracy and completeness, and prepare results for review and approval.

The role requires excellent attention to detail, confidence using computers and the ability to maintain accuracy during periods of high seasonal demand.

KEY RESPONSIBILITIES

Data Entry & Processing

- Accurately enter pest monitoring results into approved systems.
- Review monitoring records for completeness, accuracy and consistency.
- Identify and escalate missing information, discrepancies or errors.
- Prepare and submit completed records for review and approval.
- Maintain accurate and organised programme records.

Quality & Compliance

- Follow approved data entry procedures and quality requirements.
- Maintain data integrity, accuracy and confidentiality.
- Report errors, system issues or non-conformances promptly.
- Complete required training and follow established processes.

Communication & Teamwork

- Communicate clearly with supervisors and Field Operations support teams.
- Seek clarification when information is incomplete or unclear.
- Support colleagues to meet daily processing requirements.
- Maintain a positive and cooperative approach during busy periods.

Health & Safety

- Follow company health and safety policies and workplace procedures.
- Maintain a safe, tidy and organised workstation.
- Identify and report hazards, incidents and near misses.
- Follow appropriate ergonomic and workstation practices.

KEY MEASURABLES

- Monitoring results are entered accurately and within required timeframes.
- Records are complete and prepared correctly for review and approval.
- Errors, discrepancies and missing information are identified and escalated promptly.
- Data entry procedures and quality requirements are consistently followed.
- Daily processing targets are achieved without compromising accuracy.
- Effective communication and teamwork support programme delivery.
- Health and safety procedures are consistently followed.

SKILLS, KNOWLEDGE & PERSONAL ATTRIBUTES

Technical & Digital Skills

- Confident using computers and digital systems.
- Strong typing skills with excellent accuracy and attention to detail.
- Ability to interpret written instructions and monitoring records.
- Previous data entry experience is advantageous but not essential.

Planning & Organisation

- Strong organisational and time management skills.
- Ability to maintain accuracy when completing repetitive tasks.
- Capable of managing workloads and meeting daily deadlines.
- Reliable, punctual and able to work with minimal supervision.

Communication & Teamwork

- Clear communicator who seeks clarification when required.
- Works effectively independently and alongside others.
- Positive and cooperative approach to teamwork.

Adaptability & Initiative

- Comfortable working in a fast-paced seasonal environment.
- Willingness to learn new systems and procedures.
- Flexible and responsive to changing workloads.
- Proactive in identifying errors and seeking guidance.

Professional Conduct

- Trustworthy, dependable and detail-oriented.
- Demonstrates accountability and a commitment to accuracy.
- Maintains confidentiality and handles information responsibly.
- Represents VLS professionally.

This Position Description provides a general guide to the role and may be reviewed and updated from time to time to reflect changing business, technological, legislative or regulatory requirements. You are expected to undertake any reasonable and lawful duties, instructions or delegated tasks relevant to your role as directed by your manager or an authorised person.

SIGNED IN AGREEMENT

By signing this document, I have read and agree to the requirements of the role as outlined in the position description above.

_____ Date:

Signed in agreement by the employee

_____ Date:

Signed on behalf of VLS