



Volunteer Position: Database clerk / Administrator

Period of traineeship: Minimum time of three months.

Job role:

The Atma volunteer will work directly with Atma in a role as a full-time Database clerk / Administrator in conjunction with one of its partner NGO's

The role primarily involves working directly with Atma and Atma partners within the Mumbai area,

The database clerk / administrator (DBA) will be responsible for the entry of data, performance, integrity and security. Additional role requirements are likely to include planning, development and troubleshooting.

Responsibilities:

- The Database clerks / administrator will verify information, operate data entry devices and prepare documents.
- Process account information and a variety of other forms of documents by resolving inconsistencies and reviewing data for errors using standard data entry procedures.
- Requesting further information for documents that are deemed incomplete.
- Verifying, correcting, deleting unnecessary data, or combining data from several sources before entering into a file
- Entering information into specific files or forms from recorded material, hand written pages or figures contained in printed files.
- Deciphering sloppy handwriting, garbled recordings, or faded text and transforming into digital data
- Keeping records of tasks, files and proofread reports
- Checking completed work for errors or duplicate information before submitting the final product

Skill requirements:

- Professional database experience / qualifications
- multi-tasking and time management skills
- proven accurate and high quality work;
- Abreast of developments in IT, particularly database programs.
- To be able to work well in a team, or as an individual
- To be able to work to tight deadlines.
- The ability to speak Hindi desirable but not essential

**Housing and working conditions:**

Atma will assist in finding housing for the volunteer. However, Atma is not responsible for housing, living and travel costs and no stipend will be provided. Atma may provide a laptop during the work period.

Expectations

to work diligently for the organization in the above-mentioned areas, in a focused manner while responding with flexibility to emerging needs in the working environment.

Atma will provide:

The giving of preparatory information prior to volunteering along with needs-based guidance and support throughout your assignment. Professional development and support from field experts. Opportunity to work alongside area specialists from around the world. Assistance will also be given in adaptation to Mumbai city and the Indian culture and in the working relations with the NGO. Great international connections after position with the Atma alumni program