

# Data verification assistant

Balkaninvest. EU EOOD is a registered Bulgarian recruitment agency. Our services are licensed and supervised by the Ministry of Labour and Social Policy of the Republic of Bulgaria. Our approach is to support in particular companies with an international set-up to find employees that make a difference.

For a long-term project for a German internet start-up we are currently looking for a motivated

## Data verification assistant in part-time.

You will work in the office of Balkaninvest, near the station "Hotel Pliska" with very good public transport connections.

Responsibilities:

- analyse websites and deliver structured results and review records
- specific activities connected to validation of data and data entry (simple and monotonous tasks)
- using the customized computer system to update the date sets

Profile:

- good command of computer work
- reliable personality
- accurate and precise work
- able to work independently
- good English skills
- any other language skills are a plus
- experience with internet research is a plus

What we can offer:

- very flexible working time structure of 15- 25 hours per week (but not less than 20 hour on average)
- being part of a small team with young and motivated colleagues and a good working climate including teambuilding activities
- working in a small and friendly office

**The position is suitable for students.**

This opportunity sounds attractive for you? Then **send us your CV in English to e-mail [assistent@balkaninvest.eu](mailto:assistent@balkaninvest.eu)**

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