



JOB DESCRIPTION

Post Title: Data Input Assistant

Responsible to: Community Food Workers

Accountable to: Healthy Living Centre Co-ordinator

JOB SUMMARY

To keep a record of client details and input data received from questionnaires on a database

KEY TASKS / RESPONSIBILITIES

- To input client details on a database
- To input data from questionnaires and evaluation forms
- To perform other administrative services as and when needed
- To maintain confidentiality of clients