

Data Processing Assistant for Automotive projects

Job Description

Key Activities

- Searching the database by brand and model,
- Creating new items based on proper information collected from web sites and brochures,
- Comparing and collating key product features,
- Matching the received data in order to appropriate items in the database; updating and correcting the information contained in the databases.
- Daily check of data loading status
- Achieving the monthly target i.e. processing certain volumes of data within the predefined deadline;

Technical skills required

- Good French and English skills;
- Knowledge in Automotive domain;
- Computer literacy – basic skills for preparation and formatting documents, presentations and Excel spreadsheets;

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POWERED BY PASSION.