https://kieserling.de/en/job/data-management-clerk-m-f-d/

Data management clerk (m/f/d)

Hiring organization
Kieserling Contract & Logistics GmbH

Employment Type
Full-time, Part-time

Locations
Hamburg

Date posted
November 12, 2026

We offer for full-time positions:

- An interesting, varied & secure full-time job
- A fair & punctual salary
- Thorough induction
- A modern working environment and equipment
- 30 days of holiday per year
- 5 days per week
- Work mobile phone

We expect:

- Ideally experience in data entry
- We are also happy to give motivated career changers a chance
- Good IT skills in the common MS Office programmes
- A conscientious, reliable & fast way of working
- Accuracy, resilience and good powers of concentration
- Organisational ability, reliability, independent way of working
- Reliability & punctuality
- Team player

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- Motivated and independent way of working
- Good command of German, spoken and written

Your tasks:

- Support us with the correct entry, checking and reconciliation of data
- Check supplied data for completeness, currency and accuracy as the basis for our audits
- Digitise our correspondence
- Download documents from various connected portals and validate them
- Clarify discrepancies and correct them
- Answer telephone calls

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