

JOB ADVERTISEMENT

Job Description

Title: Data Entry Clerk

Report to: Production Manager

Locations: Pakyi-Bredi

The Data Entry Clerk is responsible for entering data collected from the breeder farm and hatchery into the company's database using the computer. Premier Poultry Limited is seeking for a highly motivated, reliable, trustworthy and detailed-oriented Data Entry Clerk with a passion for improving the lives of smallholder farmers to help provide accurate data and information needed to make decisions in relation to the business success.

Job Responsibilities

- Collect dispatch data from the Delivery Coordinator and enter it to the company's customer database on a daily basis;
- Maintain records of order fulfillment, Credit Sales and Customer remaining sales balance information on a daily basis;
- Collects Customer credit settlement (Repayment) details from RSM's and initiates invoicing with finance;
- Maintains a record of customer remaining sales balances after and reconciles balance after every delivery;
- Captures the company's distribution costs and maintains records associated to these costs
- Generates daily, weekly and monthly reports;
- Performs other duties as required by the supervisor.

Education Qualifications and Experience

- Diploma in I.T, Computer Science or any other related fields
- Two (2) Years direct experience in Data Entry

Competences

- Understands and carry out oral and written instructions; maintain cooperative working relationships;
- knowledge of MS Office - Word, Excel and internet;
- Must be able to meet deadlines, while maintaining a positive attitude;

 **PREMIER POULTRY**
Plot 19, Second Avenue
Daban-Sokoban Street
Ahodwo-Daban Area
Kumasi, Ghana

 **DIGITAL ADDRESS:** AK-661-9471



- Ability to work independently and carry out assignments by ensuring completion within parameters of instructions given, prescribed routines, and standard accepted practices;

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The right Candidate should have the following:

- **The Passion to learn and grow:** There will be ample opportunity to grow in this role, as we expand into new markets which will give you more experience to be an expert for the business.
- **Quick and adaptive Approach:** As PPL is growing fast, priorities shift and there will be constant re-evaluation of our approach to business, hence you will enjoy a flexible environment with enthusiastic new challenges.
- **Passionate about positively impacting smallholder farmers and customers in rural areas:**
You will be excited by the possibility of directly impacting millions of Ghanaians, thereby helping them to build a sustainable livelihood, as well as improve their nutritional value.

How to Apply

We are an equal opportunity employer who welcome applications from all qualified candidates with the requisite skills enshrined in this job advertisement. Interested candidates should submit their Updated CV and Cover Letter with the job title to careers@premier-poultry.com not later than 20th September, 2026. Please note that only short-listed candidates will be contacted.

