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**PHOTO LAB – DATA ENTRY/PRODUCTION OPPORTUNITIES**

Full-time, ongoing

**Calling all Data Entry, Time stone, or people with School Photography Lab experience!**

**About Us**

Leading Image School Photos are the leaders in School Photography.

We are a national brand, we pride ourselves on value, quality and service to our customers. Local schools being serviced by local people, developing long and valued relationships you can trust.

Our branches located across Australia are focused on providing excellent service along with exceptional quality in our work.

Our central production hub is focused on delivering a streamlined, efficient digital lab producing quality products and services to our branches from QLD, NSW to Tasmania. This production hub is part of the Australia wide network joining Victoria and Western Australia.

**Your New Role**

Playing a valued part in our operations in Murarrie, this casual or fulltime position will be required to work during a Monday to Friday week.

Your duties will include:

* Operating computer applications, such as a database software, to enter, record, edit and/or save data
* Ability to work within established routines and guidelines
* Complete all requirements of each job in an accurate & time efficient manner
* Check and monitor all work to ensure accuracy
* Generate reports as required
* **Applicants with time stone experience are highly desirable!**

**What we’re looking for?**

We are looking for people who have knowledge and experience in one or more of the follow areas:

* Experience with ‘Timestone’ software is highly desirable
* Experience working within a photo lab
* Data Entry experience

**Why Join Us?**

* Career progression, training & development opportunities
* Be a part of a passionate and inclusive team, that values each team member’s contribution to providing quality and exceptional photography services
* Support and training in learning our style and systems is provided
* Be a part of a National Company
* A positive and supportive workplace culture

**We'd love to hear from You!**

If this role appeals to you and you have the skills set to match, we encourage you to submit your application.

Please submit a resume and cover letter addressed to ‘The Resource Centre Manager’.

*Due to a high volume of applications only shortlisted candidates will be contacted.*

***You must have the right to work in Australia to be considered.***