



<https://internforza.online/job/metsos-2026-data-capturer-trainee-programme/>

## Metso Data Capturer Trainee & Internship Programme 2026

### Programme Overview

Metso is seeking a dedicated and detail-oriented Data Capturer Trainee to join the IT department as part of the 2026 Internship Programme. The successful candidate will be responsible for accurately capturing and maintaining IT-related data from multiple sources. This role reports directly to the Service Delivery Manager, EMEA, and is based in Centurion, Gauteng.

### Key Responsibilities

#### Data Entry & Processing

- Accurately capture data from various sources into databases, spreadsheets, and other digital formats.
- Ensure timely and error-free data input to support departmental operations.

#### Data Verification & Quality Assurance

- Review captured data for accuracy, consistency, and completeness.
- Correct errors, identify discrepancies or duplications, and report issues promptly.

#### Record Maintenance

- Update and maintain records regularly to ensure information remains current and reliable.
- Assist in organizing and archiving data for future use.

#### Collaboration & Support

- Work closely with internal departments, team members, and international colleagues to gather required data.
- Assist in resolving data-related queries and support ongoing data projects.

#### Compliance & Data Integrity

- Uphold data protection regulations and ensure strict confidentiality of all information handled.
- Contribute to process improvements that enhance data quality and efficiency.

### Minimum Requirements

- Grade 12 / Matric certificate or equivalent.
- Advantageous: Additional training or qualifications in data processing, administration, or related fields.
- Previous experience in data entry, data capturing, or an administrative role is beneficial.
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook).

### Hiring organization

Metso

### Employment Type

Intern

### Duration of employment

12-months

### Industry

Industrial Machinery Manufacturing

### Job Location

Centurion, Gauteng, South Africa

### Working Hours

09

### Date posted

December 8, 2025

### Valid through

08.12.2029

- Strong attention to detail, analytical skills, and accuracy in handling information.
- Excellent report writing, presentation skills, and communication abilities.
- Strong organizational and time-management capabilities.
- Ability to work both independently and collaboratively within a team.
- High level of integrity and commitment to maintaining confidentiality.

### **How to Apply**

Interested applicants can apply online via the official Metso careers portal:

[Apply Here:](#)