

TrustBridge global

MAKING
GLOBAL
GIVING
EASY



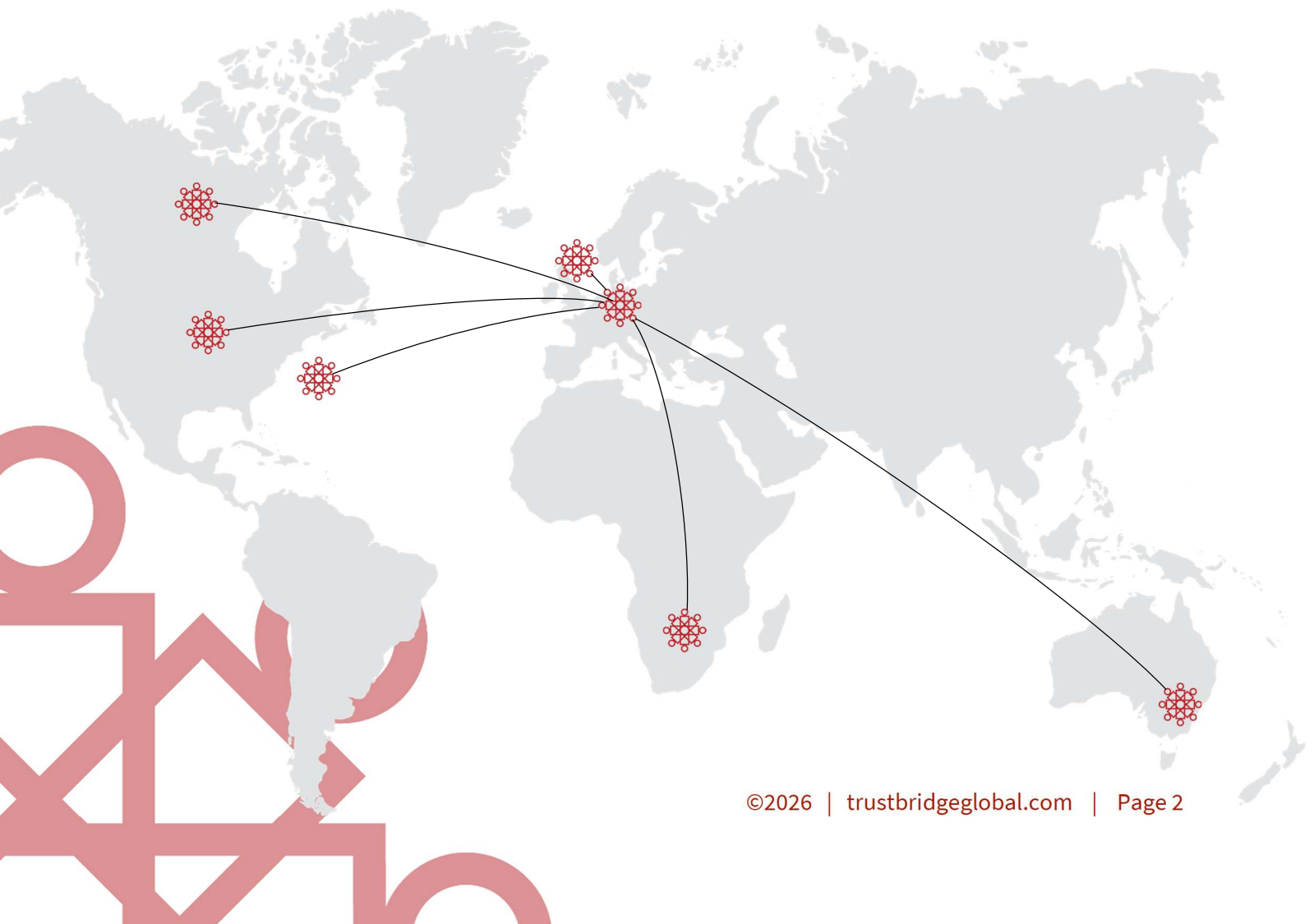
MAKE YOUR
IMPACT ON
THE WORLD

Data Entry Specialist (Project Based)

TrustBridge Global Foundation is a grant-making foundation based in Switzerland. We receive donations from individuals and entities all over the world and process and send grants to charities almost anywhere.

OUR MISSION IS TO **MOBILIZE RESOURCES**
BY **MAKING GLOBAL GIVING EASY.**

WE DO THIS BY CREATING A **GLOBAL**
NETWORK OF GENEROUS COMMUNITIES.

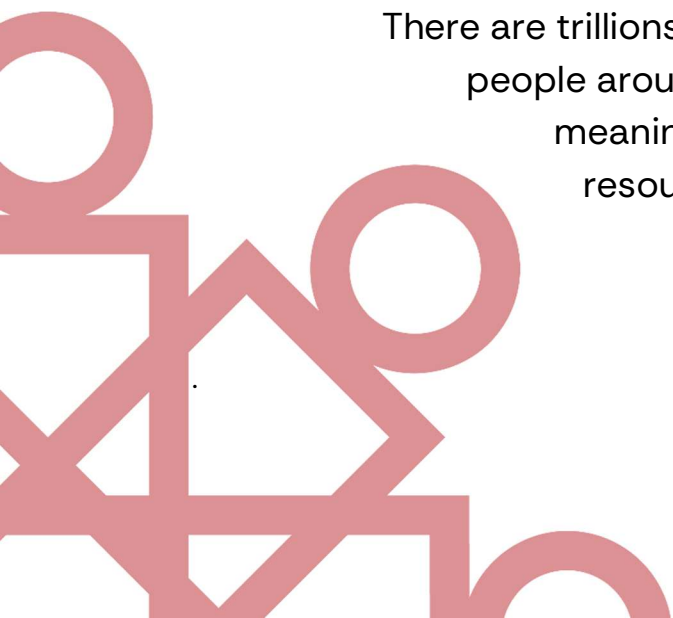


Imagine anybody giving to any charity anywhere with just a few clicks. We believe that radically improving cross-border giving will change the world.

OUR VISION IS THAT **CHARITIES**
EVERYWHERE HAVE ALL THEY NEED TO
ACCOMPLISH THEIR MISSION.



There are trillions of dollars, euros, and yen in the hands of people around the world—more than enough to make a meaningful impact. TrustBridge will get those resources moving.





Put People First

The world tells us that we need to decide between benefiting ourselves or benefiting others. In all situations, we will choose to apply the Golden Rule and treat others as we would like to be treated. We put people first and lean into generosity. People are more important than dollars.

Trust Our People to Act

We believe in our people – their gifts, skills, and worth – and therefore we trust

our people. We are self-starters and take action without waiting to be told. But not necessarily on our own – we listen and collaborate. We provide everyone with the training, strategic clarity, and radical information sharing necessary to make wise decisions.

Find a Way to Say Yes

Our team is comprised of some of the smartest, most gifted people around. We believe our clients deserve maximum effort and creativity applied towards the accomplishment of their goals. While we always need to consider costs and potential risks, we should exhaust every reasonable alternative before we say “no, we can’t do it”.

Move as Fast as Possible, but Not Faster

In serving clients, time is of the essence. Non-profit charities should not operate at a lower standard than for-profit businesses. We strive for world-class responsiveness to client needs, while not compromising compliance with applicable laws and regulations, or our standard of excellence. Additionally, as we innovate, we move those solutions into production with real world urgency.

TrustBridge maintains a globally distributed workforce with team members in Switzerland, the United States, India, Malaysia, the Philippines and more. TrustBridge's main office in the United States is in Clearwater, Florida.

THE FOLLOWING OPPORTUNITY IS FOR A **DATA ENTRY SPECIALIST (PROJECT BASED)** WITH A FOCUSED SET OF RESPONSIBILITIES.

DESIRED OUTCOMES

- Accurately replicate and maintain transactional and master data in both NetSuite and BenevaTrust during the migration period.
- Ensure data integrity, completeness, and consistency across both ERP platforms.
- Follow established migration procedures and identify discrepancies for escalation.
- Support administrative processes related to the ERP transition.
Learn new systems quickly and contribute to a smooth migration.
- Work collaboratively with the Giver Services and Finance teams while maintaining high productivity and accuracy.

JOB SUMMARY

The **Data Migration Specialist (Project Based)** provides temporary support for TrustBridge's ERP migration from NetSuite to BenevaTrust (in-house ERP). The role is responsible for maintaining duplicate records across both systems during the transition period to ensure business continuity and data integrity.

The position focuses on high-volume, process-driven data replication, ERP administration, and transaction support while adhering to established procedures.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

- Strong data entry and administrative experience.
- Excellent attention to detail and accuracy.
- Basic bookkeeping or accounting knowledge.

- Comfortable working with financial, transactional, and donor-related data.
- Experience with ERP systems
- Strong organizational and time management skills.
- Ability to identify discrepancies and escalate concerns appropriately.
- Reliable, consistent, and able to perform repetitive tasks accurately.
- Strong systems aptitude and ability to learn new platforms quickly.

EDUCATION, TRAINING, AND EXPERIENCE

- Bachelor's degree or equivalent experience preferred.
- Experience in ERP systems, accounting software, or administrative operations.
- NetSuite experience is a plus but not required; experience with other ERP platforms is acceptable.
- Previous data migration, data entry, finance operations, or transactional processing experience is an advantage.
- Proficiency in Microsoft Office, particularly Excel.

WORK ENVIRONMENT AND OTHER REQUIREMENTS

- Remote role, full-time temporary contract.
- The workday would run from roughly 1700 to 0200 to maximize the overlap with European and US Eastern Time work hours.
- Ability to maintain accuracy while handling repetitive, high-volume transactional work.

Contact (recruiting@trustbridgeglobal.com) to find out more.

A photograph of a sharp, snow-capped mountain peak, likely Mount Everest, reaching into a blue sky with scattered white clouds. The mountain's ridges are covered in snow, and the sky transitions from a pale blue near the horizon to a deeper blue at the top.

GIVING | IMPACT | GLOBAL