

DATA ENTRY OPERATOR VACANCIES

Whatever the Challenge, the Right Solution

We, a leading construction company in the country with the highest CIDA grading, immediately require Data Entry Operators for ongoing Construction projects in Colombo.

We are looking for a Data Entry Operator to update and maintain information on our company databases and the ERP system.

Requirements :

- Completion of secondary school (A/Ls)
- Computer literacy
- Internet research capabilities
- Experience with Ms Office and data programs
- Typing speed and accuracy
- Proven data entry work experience as a Data entry operator or Office clerk will be an added advantage

Candidates fulfilling the above criteria are requested to post or email their applications with contact details of 2 nonrelated referees and copies of certificates to reach us within 7 days of this notice to the address or email address below.

Please indicate the post applied, on the top left hand corner of the envelope or in the subject of the email.

Conversely, the application process can be done online at <http://sathuta.net/ApplyOnlineCV1.aspx>



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