Data Entry Operator-
Rathmalana

Responsibilities
- Type in data provided directly from invoices to Client back office system
- Verify data by comparing it to physical documents
- Perform regular backups to ensure data preservation as per the guide given by HO Finance
- Sort and file invoices after entering data to ensure it is safe

Requirements and skills
- Experience as data entry would be an added qualification
- Knowledge of word processing tools and spreadsheets (MS Office Word, Excel etc.)
- Ability to understand and write in English
- Great attention to detail

Salary-Negotiable

Email your CV with details of two non-referees to hr2@konnecting.biz
Application will be treated confidentially & the shortlisted applicants will be contacted.

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