

WE ARE
HIRING
JOIN OUR TEAM

Data Entry Operator

William Angliss Institute @ SLIIT is seeking a skilled and detail-oriented Data Entry Operator to join our team. As a Data Entry Operator, you will play a crucial role in maintaining accurate and up-to-date information in our databases and systems. This is an excellent opportunity for individuals who thrive in a fast-paced environment and possess exceptional data management skills.

Responsibilities:

- Enter data from various sources into our internal systems accurately and efficiently.
- Ensure data integrity and security by adhering to company policies and procedures.
- Maintain confidentiality of sensitive information.
- Collaborate with other team members to resolve data-related issues.
- Follow established guidelines and protocols for data entry and quality assurance.

Requirements:

- Excellent typing skills and attention to detail.
- Strong knowledge of MS Office and data entry software.
- Ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Excellent organizational and time management skills.
- Strong communication and interpersonal skills.
- Ability to work independently as well as in a team.

Preferred Qualifications:

- Familiarity with basic Computer Skills – Such as Excel and Other MS Office Apps

To apply, please submit your resume and a cover letter outlining your relevant experience, qualifications, and intentions. Please send your application to humanresources@cahm.lk

Join our dynamic team and contribute to our mission of maintaining accurate and reliable data. If you have a passion for data accuracy and enjoy working in a collaborative environment, we would love to hear from you.

Your application must be forwarded with names of two non-related referees. We look forward to reviewing your application.