HOUSE OF FASHIONS
WE ARE HIRING

POST OF
Data Entry Operator

House of Fashions, South Asia's largest Departmental Store is looking for smart and Dynamic Individuals to fill the below Position

Responsibilities:

* Inputting and updating inventory data, barcode printing, including product descriptions, quantities, and prices.
* Recording and maintaining sales transactions, including customer information and payment details.
* Verifying and correcting data discrepancies or errors in the database.
* Organizing and categorizing data entries for easy retrieval and analysis.
* Assisting with the generation of reports and summaries based on the entered data.
* Collaborating with colleagues to ensure accurate and timely data entry.
* Maintaining confidentiality and security of sensitive information.
* Adhering to company policies and procedures related to data management and security.

Requirements:

1. Proven experience as a Data Entry Operator or similar role, preferably in an it, retail or fashion environment.
2. Proficiency in data entry software and tools, such as Microsoft Excel, Google Sheets, or specialized inventory management systems.
3. Strong attention to detail and accuracy in data entry.
4. Excellent organizational and time management skills.
5. Ability to work effectively both independently, as part of a team and under pressure.
6. Familiarity with basic office equipment, such as computers, scanners, and printers.
7. Basic understanding of inventory management principles is a plus.
8. High school diploma or equivalent qualification required; additional certification in data entry or related field is an added advantage.

Join our team and contribute to the smooth and efficient operation of our fashion store's back-office functions!

Selected candidates will be entitled to an attractive remuneration package with annual bonuses, and a host of other benefits.
To apply please send your CV to the following e-mail, indicating the post you have applied in the subject line.
careerhof@gmail.com