

BUILD YOUR CAREER WITH US !

Lanmic Group is diversified conglomerate consisting one BOI company and three local companies manufacturing and island wide distributing value added minerals mainly calcium carbonate and calcium magnesium carbonate as fillers and performance materials for many industries.



DATA ENTRY OPERATOR AVISSAWELLA

KEY RESPONSIBILITIES

- Enter and update data accurately in ERP systems.
- Maintain records of ICT assets.
- Organize and manage both digital and physical ICT-related documents.
- Assist in compiling procurement and vendor information.
- Compile and format ICT data, performance indicators, and updates into clear and professional presentations for Management Review Meetings.

QUALIFICATIONS AND SKILLS

- GCE A/L or equivalent educational qualifications.
- Proficient in Microsoft Office 365.
- Ability to handle confidential information responsibility.
- Good communication skills in English & Sinhala.
- Added Advantage: Working knowledge of Adobe Photoshop.

If you possess the above requirements, please send your resume with two non-related references within 14 days mentioning the position applied as the subject of the e-mail.



**LANKA MINERALS &
CHEMICALS**

Lanka Minerals & Chemicals (Pvt) Ltd.

Address : Lot D2, Seethavaka EPZ, Avissawella.

e-mail : virajini.b@lanmic.com

Tel : 074 - 291 2615

Website : www.lanmic.com