

Job description – Data Entry Operator

Company	- International Institute of Music Speech & Drama
Work Location	- Sri Lanka (Colombo 4)
Industry	- Education
Salary	- Rs 25,000/- p.m.
Work Time	- 9.00am to 5.00pm
Age	- 30 years upward

Job Brief

We are looking for a Data Entry Operator to join our team!

As a Data Entry Operator, you will be responsible for entering specific data representing names of students for the examinations we hold and managing internal databases. Our ideal candidate should have essential data entry skills, fast typing with an eye for detail and familiarity with online forms.

Basic Qualifications

- Adequate knowledge with Microsoft Office (MS word, Excel etc.)
- Basic understanding of database
- Organization skills with an ability to stay focused on assigned tasks
- Good command of English both oral and written
- Ability to work to time constraints

Application process

You should send your updated CV to iimsd_ferdi@yahoo.com

We will be responding only to the candidates that are short listed for an interview process.