

HOUSE OF FASHIONS

# WE ARE HIRING

## DATA ENTRY OPERATOR

## POST OF DATA ENTRY OPERATOR

*House of Fashions, South Asia's largest Departmental Store is looking for smart and dynamic individuals to fill the above position.*

### Requirements

- Be below 28 years of Age.
- Proven data entry work experience as a data entry operator.
- Experience with MS Office and Excel.
- Familiarity with administrative duties.
- Experience using office equipment ex : Fax machine , Scanner.
- Speed typing with high level of accuracy.
- Attention to detail.
- Confidentiality.
- Organization skills with an ability to stay focused on assigned tasks.

**Selected candidates are entitled for an attractive remuneration package along with other benefits and career development.**

**Please forward your CV to [careers@houseoffashions.lk](mailto:careers@houseoffashions.lk) with two non-related referees**