



**KING CLEAN**



## Remote Data Entry Operator

King Clean is an Elite Commercial cleaning and business service across Australia. We are looking for a full time staff to support our growing Sales team.

### Duties and Responsibilities

- ✓ Assisting Sales team by generating Data lists from various business directories.
- ✓ Research and find potential businesses and build, maintain database.
- ✓ Accurately Record Potential Customer Details.
- ✓ Providing Daily Report to Management.
- ✓ Achieve assigned daily KPIs.

### Skills and Requirement.

- ✓ Strong Data Entry skills required.
- ✓ Must have experience in Microsoft Excel and Word.
- ✓ Strong attention to detail.
- ✓ Candidate must possess outstanding proficiency in Spoken and Written English
- ✓ A team player with a can do attitude.
- ✓ Ability to work from home independently. Must have access to a Computer, Mobile phone and reliable internet connection.
- ✓ Comfortable to work Australian business hours (Monday to Friday 3.30am to 1.30pm in SL time).

### Remuneration Package

Base Salary of Rs 50000

### Address:

23 Milton Parade Malvern 3144  
[www.kingclean.com.au](http://www.kingclean.com.au)

### How to apply

If you are a team player and ready to join of one of the elite Australian Commercial cleaning brand forward your resume to [hr@kingclean.com.au](mailto:hr@kingclean.com.au)