

**WE ARE LOOKING FOR THE FOLLOWING PERSONNEL
TO BE PLACED AT OUR CLIENT COMPANY
A REPUTED BANK
LOCATION : COLOMBO**

DATA ENTRY / DOCUMENTATION CLERK

OPPORTUNITY FOR SCHOOL LEAVERS

Job Description

Data entry / Typing / Scanning / Filing / Maintaining & Dispatching Documents Liaising with officers

Qualification

G.C.E - O/Level qualified. Must have a credit pass in English & Maths. Ability to read, write & converse in English is essential. Experience in a similar capacity will be an added advantage. Age below 25 years

Salary 30,000/- to 40,000/- per month

Contract 02 years only

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076 474 8493

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PLACEMENTS & STAFF OUTSOURCING

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