



# LAL CONSTRUCTION AND ENGINEERING (PVT)LTD

## We Are Looking for a DATA ENTRY OPERATOR-PURCHASING

### Key Responsibilities

- Preparation of Purchase orders
- Track orders and ensure timely delivery
- Updating all details in the same day at system regarding GRN/Dispatches and Returns
- Update internal databases with order details (date, Vendors, quantities, Discount)
- Liaise with warehouse staff to ensure all transactions are entered to the system
- Working ability under minimum supervision

### Candidate Profile

- Passed GCE A/L
- 1-2 year experience as a data entry operator or similar
- Excellent time management and multitasking abilities
- Proficiency in data capturing and office management software such as MS Office and Google Suite
- The ability to manage and process high volumes of data accurately, Haring to standers and deadlines
- Good understanding of databases (QB System) and digital and paper filing systems.
- Age 20 – 30 Years

If you believe you are the right person, forward your CV with details of two non-related referees to [hr1dnslalconstruction@gmail.com](mailto:hr1dnslalconstruction@gmail.com) or Contact 070-3010163 (Ms. Asha) within 7 days of this advertisement. **Please mention the position applied in the subject line of the email**

