



SPIL
LABS

DATA ENTRY OPERATOR

Are you planning to start your career in a global company with new opportunities to grow and develop your skills and international exposure? Then SPIL Labs (Pvt) Ltd. is the perfect place to make your dream come true.

SPIL Software, headquartered in Australia, is a global leader in providing vertical software solutions to the global flat glass industry with offices in Australia, USA and Italy. SPIL Labs (Pvt) Ltd. is the Research and Development center based in Sri Lanka with a 100% revenue stream from international customers with a staff of over 50 employees focusing on building innovative software solutions using complex algorithms, technical support and consulting. You will be working from SPIL Labs office in Nugegoda for customers based in Australasia.



Responsibilities:

- ▶ Order Entry for our customers in Australasian region.
- ▶ Secures information by completing data base backups.
- ▶ Maintains operations by following policies and procedures and reporting needed changes.
- ▶ Maintains customer confidence and protects operations by keeping information confidential.
- ▶ Contributes to team effort by accomplishing related results as needed.

Qualifications:

- ▶ Organization skills
- ▶ Quick typing skills
- ▶ Attention to detail
- ▶ Computer savvy
- ▶ Confidentiality
- ▶ Thoroughness

Education and Experience Requirements:

- ▶ High school diploma or equivalent.
- ▶ Data entry experience or related office experience
- ▶ Able to work in different time zones.

SEND YOUR CV TO
careers@spil.com.au
Closing date : 10th February 2023

SPIL LABS (pvt) Ltd, 208 Stanley Thilakaratne Mawatha,
Jubilee Post, Nugegoda.

+94 114 066 723

What we offer

- ▶ Attractive Remuneration Package
- ▶ Opportunities to career Progression
- ▶ Regular Social Benefits

www.spillabs.com