

# DATA ENTRY & CUSTOMER CARE EXECUTIVE

We are a small-scale women's clothing manufacturer, based in THALAHENA. We are seeking an energetic and detail-oriented individual to join our team.

This post will offer you the opportunity to gain experience in the various fields, such as Process Management, Finance and Inventory Management, and Social Media Marketing. You will have the chance to work with different teams, learn new skills and broaden your knowledge base.

## CANDIDATE CRITERIA

- Excellent knowledge of MS Office apps
- Good communications skills
- Quick & accurate data entry
- Willingness to learn and join multiple teams

Candidates should have GCE A/L qualifications and 1 year prior experience. Knowledge and skills in graphic design is an advantage.

The salary package is negotiable. If you are interested in joining our team, please

**email your CV to [jobs\\_dsm@yahoo.com](mailto:jobs_dsm@yahoo.com)**