

Data Entry Operator (Contract basis)

We are a maritime service providing company based in Sri Lanka. We are looking for a young, energetic & motivated candidate to join our team as a data entry operator.

The role requires the candidate to,

- Enter and update data into computer systems.
- Verify accuracy of data.
- Maintain data confidentiality and security.

Requirements:

- Completion of GCE O/L and A/L.
- English working knowledge to read and write.
- Proficient in Microsoft Office.

If you feel that you are an eligible candidate as per the above requirements, please forward your application with your CV to hr@marinelanka.lk

(Please mention the position you are applying for, in the subject line of your email application)