

JOIN OUR GROWING TEAM!



We are looking for a

Data Entry Specialist

USD Payment | Remote Work | Sri Lankan Calendar

If you excel in managing complex data sets with precision and thrive in fast-paced environments with tight deadlines, we want to hear from you! Join our team at a US-based company, where you'll play a pivotal role in driving success for international clients.

Responsibilities:

- Transfer data from PDF formats into Google Sheet
- Copy data provided directly from the Regulations Set PDF and update it to the citation and Definition Google Sheets
- Update the Parent/Child relationship between sections in the Citation Google Sheet
- Manage Google Sheets with large numbers of Regulations and Definitions
- Verify Regulations and Definitions and correct data where necessary
- Combine and rearrange data from Regulations PDF where required
- Check completed work for accuracy
- Comply with data integrity and security policies

Skills & attributes we expect you to have:

- Minimum 01-year work experience in similar capacity
- Fast typing skills
- Accuracy
- Basic knowledge of Google Sheets and MS Office
- Strong initiative and a positive attitude with exceptional critical thinking skills, impeccable attention to detail, and organizational skills
- Maintaining confidentiality
- Ability to meet tight deadlines

Get in touch with us to know more!

Apply to

careers@ceylonsolutions.com