

# Data Entry Operator

**WE ARE  
HIRING**

- Excellent attention to detail.
- Ability to attend multitask duties effectively.
- Strong written & verbal communication skills.
- Comfortable working independently with minimal supervision.
- Good knowledge in MS office Package, internet & Email.
- Pleasant personality with excellent inter-personal skills.
- Good Command of Sinhala & English.
- Maintain Records & Reporting to the Management.
- Age between 18-35

## Job Role:

As a Data Entry Operator, you will coordinate front-desk activities, including correspondence & redirecting phone calls and entering accurate data into system.

The successful candidate would be offered a competitive remuneration package based on her performance. Please forward your detailed CV along with recently taken photograph & mention the position applied for in the email subject to [careers.eureka@gmail.com](mailto:careers.eureka@gmail.com) within 14 days of this advertisement.