



THREAD WORKS (PVT) LTD

DATA ENTRY OPERATOR

A Leading company in Moratuwa is looking for a responsible, committed and an energetic individual to fill the above-mentioned position.

DATA ENTRY OPERATOR

Job Specification Required

- Successfully completed GCE A/L with Accounts background
- Should have minimum 1 year of work experience in similar capacity
- Maintaining confidentiality
- Good command of written and spoken in English language
- Age between 20-26 years
- Should be disciplined and a team player
- Should be able to work extended hours if required
- Living in and around Moratuwa will be an advantage

Salary is negotiable.

Please apply with completed CV in word format and contact details of Non related referees within 14 days to hr@threadworks.lk stating the post in the subject line.

Thread Works (Pvt) Ltd. 83/14, Angulana Station Road, Lakshapathiya, Moratuwa.

Tel. 011- 2626888 / 5767676