

CAFÉ ON THE 5TH PRIVATE LIMITED

has over 19 years of experience and reputation in the café and restaurant, outdoor catering industry for maintaining its core values on delivering excellence in terms of culinary perfection, ambiance and customer satisfaction - All at a reasonable price.



We are looking for a competent candidate for following posts, who can assist Managers to lead our operations in the outlet in order to ensure high standard of service and to achieve total guest satisfaction and organizational profitability through effective utilization of all resources.

DATA ENTRY OPERATORS

(Colombo 03, Colombo 05, Nawala, Pitakotte)

Job Profile

- Keep information confidential
- Collecting data
- File and organize incoming data
- Accurate data entry
- Update existing data
- Check source documents for complete accuracy
- Ability to recognize input errors
- Apply data program techniques and procedures
- Reporting
- Perform scanning and printing of documents
- Proactively verifying data through sources
- Verifying and reviewing databases
- Creating data backups
- Identifies and corrects errors
- Inputting data accurately
- Responding to requests for data
- Transcribe information into required electronic format
- File and archive management
- Retrieve data as requested
- Verifies and logs receipt of data
- Operates computers and office equipment
- Performing administrative duties
- Completes additional assigned tasks as required
- Handle online sale orders

Personal Profile

- Should have good communication skills, fast typing skills
- Ability to work collaboratively in a team with high IT literacy
- Able to work independently with minimum supervision
- Below 35 years of age with minimum 1 year work experience in similar capacity
- Diploma or NVQ 4 equivalent relevant professional experience is must
- Knowledge in data protection laws and regulations
- Strong analytical and problem-solving skills
- Excellent communication and interpersonal skills
- Detail-oriented with a commitment to accuracy
- Ability to meet tight deadlines

The successful candidate will be offered with an attractive remuneration package based on the qualifications and experience.

If you meet the above criteria, please e-mail your CV mentioning the applied position in the subject line along with two non-related referees to hrcafe5th@gmail.com and kanthijayamaha@gmail.com within 10 days of this advertisement.

Human Resources Department,
Café on the 5th Private Limited,
No 108, 5th Lane, Colombo 03.

