

# DATA ENTRY OPERATOR

## COMPANY OVERVIEW

We at **Simplebooks** help small business, freelancers and entrepreneurs reduce their workload by getting rid of the mundane tasks, and focusing on their craft business and passion. We have a client base of over 3000, which includes both local and overseas from various industries. Our team is growing every month with young and capable people making a difference in the lives of small businesses setting out on their entrepreneurial journeys.

## Our Portfolio

Our product portfolio ranges from Company Registration, serving as a Company Secretary for a diverse clientele, Bookkeeping, Payroll Management, Trademark Registration, Taxation and drafting of Legal Agreements.

We have an opening for a **Data Entry Operator**. Do you possess the following skills? If so, we have the perfect opportunity for you!

## What we are looking for

- Having computer literacy and good in MS Office package
- Should be a vibrant and outgoing personality
- Excellent organizational, planning, and prioritization skills
- Ability to work with a team and individually
- Good command in English language

## Responsibilities

- Data entry
- Updating online portals
- Preparing and reviewing documents
- Maintenance of records
- Coordinating with internal departments
- Ability to pertain in tight timelines

**Nature of work: Full Time (Monday to Friday Only - 8.30 am to 5.30 pm)**

## What we offer

We offer a competitive salary, and a dynamic work environment. If you are ready to take the next step in your career and join a leading Company, please submit your resume and cover letter to [people@simplebooks.com](mailto:people@simplebooks.com) and we would love to get to know you!

**Don't miss out on this exciting opportunity!**

**Apply today!**

Call **011 4 060 909**

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[www.simplebooks.com](http://www.simplebooks.com)

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