Edsider

WE ARE
HIRING
Data Entry Operator- Sinhala

Edsider is an online educational service providing company; we are dedicated to providing quality education services to our clients, seeking two talented and enthusiastic Data Entry Operators to join our team.

Role:

The Data Entry Operators will be primarily responsible for accurately inputting important documents into our system. As the significance of our business documents continues to grow exponentially, we are seeking Data Entry Operators who can maintain accuracy at a steady pace.

Job Responsibilities:

- Transfer information from paper formats or other soft copy formats into the required electronic format.
- Verify the integrity of data by comparing it to the source documents.
- Communicate with relevant parties and clarify any doubts regarding the source documents before converting them into electronic format.
- Review data for errors, missing pages, or missing information, and resolve any discrepancies.
- Maintain a filing system and protect confidential customer information.
- Maintain a satisfactory level of quality and productivity per department standards.
- Complete additional assigned tasks as required.

Qualifications/Skills:

- Advance Level education in any field.
- Strong written and verbal communication skills in Sinhala and English.
- Excellent attention to detail.
- Ability to perform repetitive tasks with a high degree of accuracy.
- Ability to type a minimum of 40 WPM.
- Experience with Microsoft Office (Microsoft Excel, Microsoft Word).
- Comfortable working independently with minimal supervision.
- 1-3 years of experience in data entry or equivalent training.

If you are ready to join our team, send your resume to *careers@edsider.com* mentioning "Data Entry Operator- Sinhala" in the subject, along with a cover letter sharing your achievements.