



LEVEL UP YOUR CAREER IN ADMIN

DATA ENTRY ADMINISTRATOR

Skills : Proficient in data management software and tools, Enter, update, and maintain accurate data across various company systems, Act as a point of contact for employees with data-related inquiries or issues, Create reports from different systems and collate them into master sheets for visualization. Knowledge of Power Query and Power BI would be advantageous.

Work Experience: (mandatory)

Minimum 2-3 years experience

Academic: (mandatory)

Degree in Business Management or equivalent

Remuneration:

Gross Salary Up to LKR 150,000/-

Location: Hybrid. 2 days from Office in Colombo 5 & 3 days Working from Home

Work Hours: 12.30PM - 9.30PM WFH & 11.00AM - 8.00PM WFO - 45hrs/week

Benefits: Paid leave, career upskilling opportunities, eLearning courses



CLICK HERE TO APPLY

Application Deadline 25 October

**Join LEVEIN - Discover a world of opportunities.
Get UK industry exposure and take your career to the next level.**