

MELWA CONGLOMERATE

Location - Ja-ela

Melwa Conglomerate is the undoubted leader in the steel industry in Sri Lanka. Carrying forward a legacy of 20 years, Melwa Conglomerate has several feathers of achievement in its hat. Established in 2002, Melwa is a family owned venture which has contributed largely in shaping the Sri Lankan economy. The company scaled to the heights of becoming number one in steel production with superior technical capabilities, high quality products and drive for excellence through constant innovation.

*We are
Hiring*



*Join Our
Team*

DATA ENTRY OPERATOR (FEMALE CANDIDATES)

Requirements

- Minimum- G.C.E A/L
- Proven experience in data entry role or similar position.
- Excellent typing speed and accuracy.
- Proficiency in using basic computer programs such as MS Office.

Job Description

- Inputting and updating various types of data with speed and accuracy.
- Maintaining detailed records of data entry activities and any related documentation.
- Working closely with team members to coordinate data entry tasks and ensure timely completion.

A competitive and attractive remuneration package exceeding current industry standards is on offer based on individual's competencies and skills. Good career growth prospects are available for the selected candidate.

If you think you possess the required attributes to carry out the scope of work detailed above, forward your CV to

hr@melwa.com on or before

20th October 2024 and mention the job position on the subject line or post your CV to Director-Human Resources Melwire Rolling Pvt Ltd ,No.21.Temple Road Ekala Ja-ela