

DATA ENTRY PROSPECTORS (WORK FROM HOME)

We are looking for a detail-oriented virtual assistant to do data entry-type work. Your main task will be to manually add the given information to a set of online directories.

We're looking for someone to work with long-term on this, so if you're interested, apply.

Training Session:

Before you start working, you'll participate in a training session which will teach you the work from A to Z.

SOPs and Videos:

We'll provide SOPs and instructional videos to guide you.

The initial compensation will range from 40,000 to 50,000 LKR per month.

Requirement:

- Fluency in English (writing, reading)
- Proficiency in Google Sheet / Excel
- High attention to detail.
- Ability to work independently and meet deadlines.
- Excellent communication skills.
- We require you to work at least 40 hours a week. The schedule is flexible; you can work at any time you prefer.
- Proficiency with different tools and cloud-based platforms such as MS Office, Zoom, Google Suite, and common CRM systems
- Good PC and fast internet connection

Benefits:

- Competitive hourly rates + performance-based
- Performance incentives and bonuses
- Long term work
- Flexible work hours
- Collaborative and dynamic work culture.



To apply email hiring.harget@gmail.com with the subject line "HARGET DATA ENTRY". In your application, please ensure that you explain why you believe you are the ideal candidate for this position, as we value this information more than your CV & resume.