Data Entry/Support Personnel Needed

Project: Science and Technology Human Resource Development - ADB Bank
Title : Automated AI Job Recommendation, Optimization, and Analysis System

Salary: Salary: Rs 55,527 per month (12 months)
Remote Position
Possibility of extension once the product is commercialized.

Job Description:
We are seeking a dedicated and detail-oriented Data Entry/Support Personnel to join our team. In this role, you will be responsible for various tasks including adding job listings to newspapers, replying to emails, and assisting in advertising efforts. If you have a strong attention to detail, excellent communication skills, and the ability to manage multiple tasks, we encourage you to apply.

Responsibilities:
Add job listings from newspapers manually to our online platforms as directed.
Reply to emails and inquiries from potential candidates and clients.
Assist in advertising and promotional activities to attract potential candidates.
Collaborate with team members to ensure accurate and timely data entry.
Provide support to the team as needed.

Qualifications:
G.C.E . A/L Pass with English Proficiency.
Strong attention to detail and accuracy.
Good communication skills, both written and verbal.
Ability to work independently and as part of a team.
Proficiency in basic computer applications, including email and spreadsheets.
Experience in data entry or administrative support is a plus.
Knowledge of SEO practices is an advantage.

Application Process:
To apply for this position, please send your updated CV to the email address below:

Contact: Dr. Raiska Rajapaskha Email: rasikar@kln.ac.lk