



Data Entry Officer

Manaco Marine Private Limited specializes in Crew Recruitment and Port Agency Services in the Maritime Industry.

We are seeking the services of an energetic and detail oriented individual for the post of **Data Entry Officer**.

Role

- * Managing seafarer registration and vetting of documents.
- * Maintaining database by entering and storing relevant data.
- * Maintaining Departmental records
- * Contacting seafarers to obtain details
- * Managing the reception area
- * Assisting visitors coming to office premises

Profile

- * Degree in Business Management/ HR from a reputed International University.
- * School Leavers are encouraged
- * Proficient in English language
- * Proficient in MS Office
- * Strong interpersonal skills and a good team player
- * Previous experience in customer care/ BPO or call centres can be an advantage.

Interested candidates can apply by emailing their CV to hr@manaco.lk.

Manaco Marine (Pvt) Ltd,
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Galle Road, Colombo 04,
Email: hr@manaco.lk
Web: <http://www.manaco.lk>

