

# Merchant Lanka (Pvt) Ltd

Merchant Lanka established in 1998 is one of the leading exporters of Spices, Coconut Products & Other non-traditional materials. Our products are sourced from carefully selected locations and suppliers in many parts of Sri Lanka to suit the demanding quality criteria of our reputed buyers.

With past experience of our staff and long-standing employees backed by various systems, the company is reputed for supplying high-quality products.



## Job opening: Data Entry Operator

### Job Description

- We are seeking a detail-oriented and efficient Data Entry Operator to manage and maintain data across our platforms using Microsoft 365 and Excel. The ideal candidate will be responsible for accurate data input, data organization, updating records, and performing regular data checks. You will work closely with various departments to ensure that all data is correctly entered, maintained, and accessible when needed.

### Responsibilities

- Accurately enter, update, and maintain data in Microsoft Excel spreadsheets and Microsoft 365 applications.
- Perform data validation and cleaning to ensure accuracy and consistency of information.
- Assist in creating reports, charts, and summaries using Excel's advanced features such as formulas, pivot tables, and conditional formatting.
- Support in managing shared data systems on Microsoft 365 (OneDrive, SharePoint, etc.), ensuring data is organized and accessible.

### Requirements

- Proficiency in Microsoft Excel, including knowledge of advanced features (formulas, pivot tables, VLOOKUP, etc.).
- Familiarity with Microsoft 365 applications such as OneDrive, SharePoint, and Outlook.
- Strong attention to detail and ability to handle large volumes of data with accuracy.
- Excellent organizational and time management skills.
- Strong attention to detail.
- Ability to work independently and as part of a team.

If you are a dynamic, motivated self-starter who is committed to accuracy and attention to detail, we encourage you to apply for this exciting opportunity. Please call the below number and email your resume for consideration.

Phone Number: 0773209592

Email: [HiringTeam@MerchantLanka.onmicrosoft.com](mailto:HiringTeam@MerchantLanka.onmicrosoft.com)

Location: Industrial Estate Dankotuwa, Dankotuwa, Sri Lanka