

Job Description

Unveil Your Data Entry Potential in Surgical Instrument Services!

Step into the legacy of our client, Phoenix Instruments, a trusted name in surgical instrument contract manufacturing since 1937. With over 10,000 high-quality surgical instruments readily available, they have consistently catered to the clinical needs of customers worldwide. Joining our client's team ensures not only professional growth but also access to a robust portfolio and a supportive work environment.

Job Description

As a **Data Entry Specialist**, you'll be pivotal in ensuring seamless operations, all from the comfort of your home. In this role, you'll be responsible for receiving products into the inventory management system, managing paperwork, entering production dates and order confirmations, and providing essential support to various departments, including supply chain, finance, customer service, and operations.

Unlock Your Future Here!

Employment type: Full-time

Shift: 4:30pm - 1:30am LK time

Work setup: Remote/Work from Home

Ignite Your Impact with Varied Responsibilities!

Supply Chain

- Receive products into the inventory management system and complete associated paperwork.
- Enter production dates and order confirmations from vendors, and follow up via phone/email to confirm delivery is on track.

Finance:

- Review bank records and enter transaction data into the accounting system.
- Receive invoices and log payables for payment.
- Follow up with past due accounts to ensure prompt payment.

Customer Service:

- Enter customer requirements into quoting templates.
- Enter purchase orders into the order system.
- Enter quotes into Salesforce for tracking opportunities.

Operations:

- Compile key performance indicator data for monthly reports, such as on-time ship performance.

Requirements

Embark on Your Journey with the Following:

- 1-5 years of relevant experience
- Experience supporting onsite supply chain and customer service departments
- Strong data analytics skills
- Proficiency in MS Excel (formulas)
- Experience in sending information
- Familiarity with ERP Systems such as SAP, Oracle, QuickBooks, and Sage is a plus

Benefits

Join a Team That Empowers!

- Competitive Package
- Remote work arrangement
- Standard government and Emapta benefits
- Well-equipped, modern, and accessible offices
- Fun engagement activities for employees
- Mentorship and exposure to global leaders and teams

Welcome to Emapta Sri Lanka – Your Gateway to Professional Excellence!

At Emapta Sri Lanka, we believe in fostering a community where your career aspirations align seamlessly with the stability of our growing organization. Join us in this journey where your professional dreams not only take root but also thrive in the vibrant landscape of Sri Lankan culture. Our diverse portfolio of international clients across various industries and a proven track record of success provide a stable foundation for your career. Team up with like-minded professionals who are passionate about making a meaningful impact through premium global opportunities at your fingertips

In Sri Lanka, Emapta opens the door to a unique opportunity. With over 700 global partners preferring to open remote jobs in the country, our vision is to help you and thousands more reach your full potential and dreams without the need to leave the country and work abroad.

Job Information

Job Family
Back Office

Work Arrangement
WFH

City
Sri Jayawardenepu

State/Province
Colombo

Country
Sri Lanka