

NICDC LOGISTICS DATA SERVICES LIMITED

Job Description – **Data Entry Operator** (Contractual)

NLDSL seeks to engage a detail-oriented and experienced Data Entry Operator on a contractual basis to support coordination activities and manage day-to-day official and administrative functions efficiently.

Key Duties and Responsibilities

- To accurately enter, update, and maintain data in official databases and designated information systems, ensuring completeness and reliability of records.
 - To manage day-to-day official documentation, correspondence, and record-keeping in accordance with prescribed procedures and guidelines.
 - To coordinate with internal divisions, Ministries/Departments, and external stakeholders to facilitate smooth workflow and timely execution of assigned tasks.
 - To prepare analytical reports, statements, and summaries using MS Excel and other relevant tools, as required.
 - To maintain systematic filing and record management (both digital and physical) in compliance with established office protocols.
 - To assist in drafting official communications, including letters, notes, emails, and other formal correspondence.
 - To monitor assigned tasks, track progress, and ensure timely follow-ups and adherence to deadlines.
 - To ensure accuracy, confidentiality, and integrity of official data and documents handled.
 - To provide necessary administrative and operational support as assigned from time to time by the Competent Authority.
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Knowledge & Skills

- Strong proficiency in MS Office (MS Word, MS Excel, MS PowerPoint).
 - Good typing speed with high level of accuracy.
 - Ability to multitask and manage time effectively.
 - Sound understanding of office procedures and documentation practices.
 - Ability to handle confidential information with integrity and discretion.
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Minimum Requirements

- Academic Qualification: Graduate in any discipline from a recognized University. Certification in Computer Applications/MS Office will be preferred.
 - Experience: 5–10 years of relevant experience in data entry, documentation, and administrative coordination.
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Desirable Experience

- Prior experience of working with Central Government Ministries/Departments, PSUs, or Government Organizations.

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- Familiarity with Government procedures, e-Office systems, official noting/drafting practices, and compliance requirements will be an added advantage.

Compensation

Compensation shall be as per Company norms and commensurate with qualification and experience.