

Data Entry and Back Office Assistant

Product	Data Entry and Back Office Assistant
SKU	SLE-BPO-DE
HS code	Not stated
Minimum order	Not stated
Price basis	hour
Supplied by	SriLankaExport.com, Harker International (Pvt) Limited
Country of origin	Sri Lanka
Issued	12 October 2026

Overview

Accurate, repeatable admin work done by one assigned person who learns your process.

Typical work

- Data entry into your CRM, ERP or spreadsheets
- Catalogue and product listing updates
- Document and invoice processing
- List building and data cleaning

How it works

- Tell us the role, the skills, the hours and the time zone you need covered.
- We recruit in Sri Lanka and send you a shortlist. You interview and choose.
- The person is employed by us in Sri Lanka: salary, EPF and ETF, equipment and supervision are ours. You get one hourly invoice.
- Minimum 80 hours per month per person. Full time is about 173 hours.

How to get a rate: send the role, seniority, hours per month and start date. The range above is indicative, from published Sri Lankan market rates. We confirm a firm hourly rate with the shortlist.

Where an assistant helps

Back office work is steady and repetitive, and it grows with the business. One assigned person who learns your process can take it off your team's desk and keep it consistent week to week.

What to tell us

- The tasks, with examples of the files or screens involved
- The systems they will use, such as your CRM, ERP or spreadsheet tools
- Volume per day or week, and the turnaround you need
- Hours and time zone overlap with your team
- Any data protection rules the work must follow

Getting started

Write down the steps of each task, or record a short screen video. The assistant works from that guide, and you check the first batches before the work runs on its own.

certificate of analysis against your order. Fields marked "Not stated" are confirmed with your quote, never estimated. For a firm price against your quantity, destination and Incoterm, request a quote and we reply with a costed position.

Data Entry and Back Office Assistant | <https://srilankaexport.com/product/outsourced-data-entry-back-office-sri-lanka/>
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