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## Vacancy Announcement No. YIG16060303

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Job title:	<b>Data Entry</b>
Job location:	<b>Yangon</b>
Accountable to:	<b>Respective Supervisor</b>
Salary:	<b>Negotiable</b>
No of Position:	<b>10</b>

### **General presentation**

Young Investment Group (Y.I.G) is a leading international private company in Myanmar employing more than 2,526 local human resource talents, and operating 16 principle subsidiaries in Myanmar, China and Singapore. Established in 1998, Y.I.G has grown exponentially while maintaining a strong reputation as the fastest and youngest conglomerate company in today's time with more than hundred Million dollars of Sales Revenue recorded in 2012.

We employ a diverse group of experts to manage our growing businesses. We respect the fundamental rights of our employees and are accountable to provide safe environment conducive to work with a comprehensive occupational safety policy and standards. We promote career growth for our employees through continuous training and advancement programs to sharpen their skills and pave the way for their career growth within our organization.

Please feel free to visit [yigmm.com](http://yigmm.com) for more information!

### **Duties & Responsibilities:**

- Data checking, entry, compilation, manipulation and control for in-time analysis and reporting
- Database creation and management
- Have to collect data from related departments in time.
- Listing and checking Email in and out, print and copy as required.
- Performing additional tasks as assigned by Supervisor.

### **Requirements:**

- Any Degree, 2 years' experience in the related field is preferable
- Computer Skill ( Advance Microsoft Excel, Microsoft Word & email )
- Strong personality and willing to perform actively
- English speaking skill.
- Good communication skill
- Must be able to keep the confidentiality

### **Application:**

Please send your application letter, CV and passport-sized photo, copies of education qualifications and references to:

**Attention: Human Resource Officer**  
**Young Investment Group**  
**No. (886/ 888), Pyay Road, 9 Mile, Mayangone**  
**Yangon, Myanmar.**  
Email to [humanresource@yigmm.com](mailto:humanresource@yigmm.com)

Not later than **Thursday, 16<sup>th</sup> June 2016.**

- **Only the shortlisted candidates will be contacted.**
- **Please clearly mention the announcement no and job title in the Subject line.**
- **If you apply online, please send email applications in Microsoft word or PDF format.**