

Join the Keells Distribution Centre

to Explore. Challenge. Inspire.

Come join our team as a
Data Entry Operator

What you need to do

- Initiate the commencement of system operations using the VL10G function.
- Establish and manage records by generating Transportation Units (TUs) and Control Codes (CCs) for suppliers.
- Execute system administration checklists and oversee bin-to-bin transfers.
- Generate vendor returns or CC returns as deemed necessary.
- Process orders received via email, ensuring timely preparation and handover to the work center team, meeting specified deadlines.
- Create order sheets for the receiving team.
- Provide supervision to both the receiving and work center teams.
- Compile operational reports and undertake tasks related to invoicing and Global Product Information (GPI).

What we are looking for

- Successfully completed the G.C.E. Advanced Level examination.
- Holds a diploma in Logistics and Supply Chain Management or a similar qualification would be an added advantage.
- Minimum of 2 years of work experience in logistics or warehouse operations is mandatory.
- Proficient in warehouse management systems and related software tools.
- Demonstrates effective teamwork skills and has experience in team management.
- Excellent communication and collaboration abilities.
- Possesses an analytical mindset with a strong attention to detail.
- Results-oriented individual with the ability to thrive in a fast-paced environment and meet tight deadlines.



No. 125A, 125B, CPSTL, Muthurajawela Terminal Road, Wattala

How to Apply

If interested, please send your CV to careers.lpi@keells.com within 10 days of the advertisement. Please mention the position you're applying for in the subject header.

The John Keells Group is an equal opportunity employer and we invite applications from all suitably qualified individuals to join our team.

Keells



oneJKH