

Hayleys Group is amongst Sri Lanka's largest, and most respected diversified conglomerates with a turnover in excess of USD 1 Billion. To explore the World of Hayleys, visit us at: www.hayleys.com.

Haycarb Group

Haycarb PLC is amongst the world's largest manufacturer of coconut shell-based activated carbon with operations in Sri Lanka, Thailand, Indonesia, USA, Australia and Europe. We seek an enthusiastic dynamic, results-oriented individual to be recruited as Assistant – Procurement.

Data Entry Operator (Badalgama Plant)

Candidate Profile

- Passed G.C.E. Advanced Level (A/L) in any subject stream
- Computer literacy with sound knowledge of MS Office applications (Excel, Word, Outlook, etc.)
- Attention to detail and ability to maintain accuracy in data entry and documentation
- Good communication and interpersonal skills
- Ability to work independently and as part of a team in a fast-paced environment
- Prior experience in data entry or administrative work will be an added advantage
- Willingness to learn and adapt to new systems and processes

If you think you have what it takes to be successful in the above challenging role, please forward your resume to the hrd@haycarb.com indicating the position applied for on the subject line of the email. The pay and benefits of the above position will be competitive and the rewards are performance-driven.

Hayleys is an Equal Opportunity Employer



A World of Opportunity