



Process Associate - Data Digitizing (Non-IT Role) - (US Shift)

Responsibilities

- Digitize purchase orders and invoices accurately
- Maintain organized and up-to-date records
- Ensure confidentiality and data security at all times
- Support the team with administrative and data-related tasks
- Flexibility to work on **US shift - 7:30 pm- 3:30 am.**
- Training shift - 1:30 PM–9:30 PM (**transport & dinner provided**).
- Work-from-home option available after training (**based on performance**).
- Mandatory to work 1 weekend per month.

Requirements

- Completion of G.C.E. O/L and G.C.E. A/L
- School leavers and fresh graduates are encouraged to apply
- Good proficiency in English and computer literacy
- A positive team player with a proactive attitude.

What We Offer

- An opportunity to work in a dynamic, friendly, exciting, and fun-filled environment.
- An entry into the John Keells Group, Sri Lanka's largest listed conglomerate.
- Continuous Training in accounting, soft skills, best practices.
- Fulfill training requirements of ACCA, CIMA, CMA and CA Sri Lanka.

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