

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](http://www.hayleys.com).

#### **HAYLEYS ADVANTIS LIMITED**

Hayleys Advantis Group, the transportation, logistics and aviation arm of Hayleys PLC with over 60 years of industry presence, is a pioneer in providing end-to-end logistics solutions, representing some of the World's foremost shipping lines, freight forwarders and the largest air express transportation company. The Group also represents some of the world's leading passenger and cargo airlines and specializes in travel agency services. Today Advantis controls a truly international network offering and is fast becoming the undisputed leader in the areas of integrated logistics, freight management, marine services, terminals & engineering operations, airport services, aviation supply services, outbound travel services and other travel related services.

#### **IML DELIVERY SYSTEMS (PVT) LTD**

IML Delivery Systems (Pvt) Ltd (Citypak) is a subsidiary of the Hayleys Advantis Group. We are a company offering island wide domestic delivery solutions.

We are looking for candidates who are energetic, hardworking and result oriented for the below vacancy:

#### **Data Entry Operator**

**Location: - Panadura**

#### **Job Responsibilities**

- Daily internal system update within the scheduled time frame.
- Responsible for the on-time Proof of Delivery (POD) update and sorting.
- Maintaining the billing gap following up with root causes & emailing relevant parties.
- Following up with customers, maintaining files coordinating with internal and external teams.
- Supporting invoice generation.
- Ensure proper scanning and traceability of packages.
- Assist with any other duties assigned by the supervisor.

#### **Candidate Profile**

- A minimum of 03 passes at GCE Advanced Level.
- Good communication skills in English and Sinhala.
- Knowledge of Microsoft Office.
- Experience in a courier company or last-mile delivery will be an added advantage.

If you think you have what it takes to be successful in this challenging role, please send your CV to **[vacancy@citypak.lk](mailto:vacancy@citypak.lk)**. Please mention the name of the position on the subject line of the email.

Hayleys is an Equal Opportunity Employer.

