



Come join our team as an Office Assistant (Contract Basis)

John Keells CG Auto Private Ltd (JKCG) is a John Keells Group company, Sri Lanka's largest conglomerate listed on the Colombo Stock Exchange. With an operating history of over 150 years, the John Keells Group is present in 7 industry sectors, namely Leisure, Property, Transportation, Consumer Food, Retail, Financial Services and IT & Plantations. John Keells CG Auto is the official distributor of BYD passenger vehicles, parts and services in Sri Lanka.

BYD, a global powerhouse, secured the position as the Global number one New Energy Vehicles (NEV) sales in 2022 and 2023 is committed towards sustainable transportation solutions.

What you need to do

- Coordinate with authorized insurance representatives, ensuring all documentation is signed and filed correctly.
- Facilitate the collection of payments and cheques from corporate clients and departments, ensuring secure and timely delivery to the Finance team.
- Represent the BYD brand professionally during the delivery of invoices and official correspondence to external partners.
- Maintain a meticulous log of all field visits, deliveries, and collections for internal audit purposes.
- Adhere strictly to the Group's Health & Safety (H&S) standards and road safety regulations at all times.
- Assist the Service Management team with basic filing, document sorting, and workshop organization during peak hours.
- Carry out any other ad-hoc operational tasks required to ensure the Service Center meets its daily productivity KPIs.

What you need

- **Educational Qualifications:** Successful completion of G.C.E. O/L.
- **Work Experience:** Minimum 1–2 years of experience in an office support or logistical role, preferably within a corporate or automotive environment.
- **Special Requirements:** Must hold a valid Driving License with a clean safety record.
- **High Integrity:** Proven ability to handle financial instruments (checks) and high-value items (salvage) responsibly.
- **Time Management:** Ability to prioritize multiple field tasks to meet tight operational deadlines.
- **Professional Conduct:** Strong interpersonal skills and a neat appearance when dealing with external stakeholders.
- **Geographic Knowledge:** Excellent knowledge of the road network in the Wattala and Greater Colombo areas.

If interested, please send your CV to careers.jkcg@keells.com within 7 days of the advertisement.

Please mention the position as "Office Assistant (Contract Basis)" 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.

*By applying, you consent to the processing of your personal information for recruitment purposes and acknowledge that reference checks may be conducted.