

# Join the **Keells** Distribution Centre to Explore. Challenge. Inspire.



Come join our team as a  
**Data Entry Operator**

## What you need to do

- Input data from various sources into company systems with precision.
- Ensure data accuracy and completeness to maintain record integrity.
- Cross-check information with source documents and validate entries.
- Update, correct, and maintain data consistency over time.
- Meet deadlines for data entry tasks, especially in time-sensitive situations.
- Handle sensitive information securely and follow data protection regulations.

## What we are looking for

- At least 1 year of experience in warehouse operations.
- Diploma or certificate in IT or G.C.E. A/L qualification.
- Proficiency in MS Office and email communication.
- Accuracy in data entry and record-keeping.
- Ability to meet deadlines and work efficiently.



125A ,125B, CPSTL, Muthurajawela Terminal Road, Wattala

## How to Apply

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

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

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