



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.