

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.

HAYLEYS ADVANTIS LIMITED

Advantis is a diversified transportation and logistics provider, with over sixty-five years of experience and operations across Bangladesh, India, Indonesia, the Maldives, Myanmar, Singapore, Sri Lanka and Thailand. Backed by the blue-chip multinational conglomerate Hayleys PLC, Advantis is at the forefront of the transportation and logistics industries, providing end-to-end solutions covering Freight Management, Integrated Logistics, Marine and Energy, Projects Logistics, and Travel and Aviation. For more information on Advantis, visit www.advantis.world.

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 (Kuliyapitiya)

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. Please mention the name of the position on the subject line of the email. Pay and benefits of the above position will be competitive, and the rewards are performance driven.

Hayleys is an Equal Opportunity Employer.

