



## Come join our team as a Cashier (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

- Ensure all cash and e-transactions are handled securely and accurately.
- Preparation of day end cash and e-transaction reconciliation for banking.
- Maintain petty cash float and daily records of IOUs and settlements within the stipulated time.
- Maintain accurate records of all transactions and produce financial reports as required.
- Carryout reconciliations for transactions pertaining to business operations and sign off day end cash balance and e-transactions.
- Address customer inquiries and resolve any issues when required.

### What you need

- Should possess G.C.E. A/L or any other professional qualification / part qualification in accounting.
- 2 – 3 years' experience in a cashier role, preferably in the automotive or retail industry.
- Accurate and precise attention to detail with the ability to multitask, prioritise and manage time efficiently.
- Strong interpersonal and communication skills. Fluency in three languages will be an added benefit.
- Customer service mindset with the ability to handle cash responsibly.
- Proficiency in computer skills, including Microsoft Office Suite and SAP.

If interested, please send your CV to [careers.jkcg@keells.com](mailto:careers.jkcg@keells.com) within 7 days of the advertisement.

Please mention the position as "Cashier (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.