

Data Entry Operator

Katunayake

John Keells Logistics (Pvt) Ltd is a fully owned subsidiary of John Keells Holdings PLC, and in the business of providing seamless and efficient third-party logistics solutions, with its state-of-the-art Logistics centers. We foster a dynamic work environment that values collaboration, diversity and continuous improvement. Our team is driven by a passion for delivering exceptional service to our clients, and we are now looking for a dedicated professional to join us as Data Entry Operator.

What you need to do:

- Enter customer, account, and warehouse data accurately and on time using provided source documents
- Check, organize, and verify information before and after data entry to ensure accuracy and completeness
- Update system records for damages, re-packing, missing items, samples, and dispatch activities
- Prepare basic reports and maintain proper filing, backups, and confidentiality of information
- Identify data errors or inconsistencies and report them immediately to supervisors

What we are looking for:

- G.C.E. (A/L) qualification
- Previous experience as a Data Entry Operator or Office Clerk.
- Good knowledge of MS Office applications, including Word, Excel, PowerPoint, and other data programs
- Strong typing skills with good speed and accuracy
- Good command of English spelling, grammar, and punctuation
- High level of attention to detail and ability to work with numbers

Send your resume to careers@keellslogistics.com with the Designation as the subject.



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