

JOIN THE DYNAMIC TEAM OF Browns

Browns is one of the largest diversified conglomerates in Sri Lanka, which manages a fast growing and valuable portfolio of brands across several key industry sectors, such as automotive; plantations; leisure; power generation; agriculture; pharmaceuticals; investments; marine and manufacturing. Being in existence for over 150 years, the Company is built upon a strong foundation of strength, driven by a vision and a will to succeed. We are looking for a self-motivated, result-driven individual with a proven track record to join our Browns Group.

Officer Data Entry (Radiator Manufacturing Department) Browns Thermal Engineering (Pvt) Ltd - Katunayake

Key Responsibilities

- Accurately enter and maintain production, inventory, and operational data
- Ensure timely updates of factory records and reports
- Verify and cross-check data for accuracy and consistency
- Assist in preparing daily, weekly, and monthly reports
- Coordinate with production and warehouse teams to gather required information
- Maintain proper documentation and filing systems

Requirements

- Diploma or equivalent qualification in IT, Business Administration, or a related field
- Minimum 1 year of experience in data entry or administrative roles (added advantage)
- Good knowledge of MS Office applications, especially Excel
- Strong attention to detail and accuracy
- Good communication and organizational skills

If you believe your profile matches the role, kindly please forward your CV to us within 7 days of this advertisement.

E-mail: careers@brownsgroup.com

Human Resources Department

Brown & Company PLC
34, Sir Mohamed Macan Markar Mawatha,
Colombo - 03 | Tel: 0112 663 000

Apply now!

