

Join the Keells Distribution Centre to Explore. Challenge. Inspire.

Come join our team as a
Data Entry Operator

What you need to do

- Input, update, and maintain data in the database system.
- Verify accuracy of data by comparing it to source documents.
- Ensure data integrity and completeness by conducting regular quality checks.
- Identify and correct errors or inconsistencies in data.
- Organize and maintain electronic and paper files as needed.
- Assist in generating reports and preparing data for analysis.
- Collaborate with team members to prioritize tasks and meet deadlines.
- Follow company policies and procedures regarding data confidentiality and security.
- Perform other administrative tasks as assigned.

What we are looking for

- Diploma or equivalent qualification.
- Minimum of 1 year experience as a Data Entry Operator or similar role.
- Excellent typing skills and accuracy.
- Proficiency in using computer programs such as Microsoft Excel, Word, and Outlook.
- Strong attention to detail and accuracy.
- Ability to work independently and collaboratively in a team environment.
- Strong organizational and time management skills.
- Ability to maintain confidentiality of sensitive information.
- Basic English language skills are preferred.



125A, 125B, CPSTL, Muthurajawela Terminal Road, Wattala

How to Apply

If interested, please send your CV to careers.lpi@keells.com within 10 days of the advertisement. Please mention the position you're applying for 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.

Keells



oneJKH