



**WE'RE
HIRING**

Data Entry Associates

Qualifications

- Completion of GCE O/L and GCE A/L
- School Leavers are welcome to apply.
- Good proficiency in English, Good computer literacy skills
- Should be a team player with a positive attitude.
- Prior experience in Data Entry will be an Advantage.

What We Offer

- An opportunity to work in a dynamic, friendly, and fun-filled environment.
- An entry into the John Keells Group, Sri Lanka's largest listed conglomerate.

Responsibilities

- Shift based 24 x 7 operation should be flexible to work in all three shifts on roster basis (Day, Night shift.)
- Strong attention to detail.
- Making sure to feed the correct Information to the system.
- Ensuring data integrity, confidentiality and security is strictly adhered to at all times.
- Undertaking system checks to review and update existing data sets to ensure data is up to date and accurate.

Send your CV to
shabishananth.ssc@keells.com