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Support Staff Assistant

John Keells Office Automation (Pvt.) Ltd., the authorized distributor for **Toshiba** – Digital Multifunctional Copiers, Consumables , **Samsung** – Mobile Phones and Tabs, Hospitality TV, Large Format Displays (LFD), and Video Walls, and Printer Consumables, **ViewSonic** – Multimedia Projectors and Digital Boards & Panels , **RISO** – Digital Duplicators & Consumables , **ASUS** – Notebook PCs and, EPads, and Desktop Computers **FEC** – POS Solutions, **Zebex** – Barcode Scanners, **Bixolon** – Receipt Printers, **Rio Touch** Smart boards and panels , **OCP** – UPS, **Cassida** – Cash Counting Machines.

Job Responsibilities

- Assisting in Company Billing Process by adhering to deadlines.
- Ensuring compliance with process documents and Validate purchase orders.
- Maintaining effective communication and collaboration with internal teams.

Person Specifications

- A part or full qualification in Business Administration or related field.
- Minimum 2+ years' experience in a similar capacity.
- Experience in SAP would be an added advantage.
- Proficiency in MS Office packages (Excel).
- Knowledge of business communication (email writing).

Interested candidates are encouraged to apply on HIVE before 31/01/2026

John Keells Office Automation (Pvt) Ltd

4 Jan 2026



*By applying, you consent to process your personal information for recruitment purposes and acknowledge that reference checks may be conducted.

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