https://www.lankatalents.lk/job/factory-clerk/

Factory Clerk

Hiring organization
Lanka Talents Creations (Pvt) Ltd

Industry
Manufacturing

Employment Type
Full-time

Job Location
Borelasgamuwa

Valid through
30.11.2026

Description

We are looking for a responsible and organised Factory Clerk to support daily factory operations. The selected candidate will assist the Factory Manager by monitoring assigned tasks, checking factory floor activities, ensuring work is carried out according to instructions, and providing regular operational updates.

Responsibilities

- Inspect factory operations as instructed by the Factory Manager.
- Check assigned tasks on the factory floor.
- Ensure work is carried out according to instructions.
- Report operational updates to the Factory Manager.

Qualifications

- G.C.E. Ordinary Level qualification.
- G.C.E. Advanced Level qualification.
- Basic computer knowledge.
- Good knowledge of MS Excel.
- Ability to follow instructions and coordinate factory activities.

Contacts

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