

WE ARE HIRING



Nawaloka Construction Company Pvt Ltd

A Member of Nawaloka Holdings

We are a CIDA Grade CS2 Construction Company with over 65 years of experience in the Building, Road and Irrigation Projects with ISO 9001:2015, ISO 14001:2015 & ISO 450001:2018 Integrated Management System Certification. We are looking for a self-motivated, dynamic and performance-oriented individual in the following post to join our Head Office team, Colombo.

HR ASSISTANT

Job Role

We are looking for a dynamic and self-motivated individual who has desire for career development in the field of HRM and, he/she will have an opportunity to involve in overall activities in the HR department based at our Head office, Colombo.

Requirements

- Following certificate level course in HR or Business Management from a reputed institute or university.
- Minimum 1 year experience in similar capacity.
- Self-motivated with a positive attitude.
- Strong communication & documentation skills.
- Team working & multi-tasking.
- School leavers will also be encouraged to apply.

The above position offers performance based allowance.

Please forward your application with details of two non-related referees to careers@nawaloka.net within 07 days of this advertisement

Please indicate the position applied for as the subject of your email.

Human Resources Manager

Nawaloka Construction Company (Private) Ltd

No.115, Sir James Peiris Mawatha, Colombo 02.

E-mail: careers@nawaloka.net