

# HR ASSISTANT

SPA CEYLON - THE WORLD'S LARGEST AYURVEDA WELLNESS CHAIN REQUIRES A DYNAMIC , RESULT ORIENTED AND SELF-MOTIVATED YOUNG PERSON TO JOIN OUR COMPANY AS A HR ASSISTANT.

## KEY REQUIREMENTS

- MINIMUM 01-YEAR EXPERIENCE IN HR
- PQHRM OR ANY OTHER HUMAN RESOURCE DIPLOMA IN A REPUTED INSTITUTE
- SHOULD POSSESS EXPERIENCE IN HR FUNCTIONS WITH MINIMUM SUPERVISION
- PLEASANT PERSONALITY WITH POSITIVE ATTITUDE
- EXCELLENT VERBAL & WRITTEN COMMUNICATION SKILLS
- SOUND COMPUTER LITERACY & ANALYTICAL SKILLS

**THE SUCCESSFUL CANDIDATE WOULD BE OFFERED WITH A COMPETITIVE REMUNERATION PACKAGE BASED ON THE QUALIFICATION.**

**IF YOU THINK YOU HAVE WHAT IT TAKES TO BE SUCCESSFUL IN THIS CHALLENGING ROLE, PLEASE APPLY VIA EMAIL TO**

**[careers.hr@spaceylon.com](mailto:careers.hr@spaceylon.com)**



**SPA CEYLON**  
AYURVEDA WELLNESS