

# WE ARE HIRING

## Administrator - People & Culture

### Cape Weligama

We are seeking a detail-oriented and proactive HR Administrator to join our team.

The ideal candidate will be responsible for a wide range of HR tasks, including but not limited to:

- Managing employee records and databases
- Assisting with the recruitment processes
- Handling employee inquiries and concerns
- Accommodation inspections
- EPF and ETF management
- Event coordination
- General administration tasks
- Monitoring leave and attendance

One years experience in HR administration or a similar role is preferred with strong organizational and communication skills. Proficiency in Microsoft Office Suite and HRIS software, ability to maintain confidentiality and handle sensitive information, attention to detail and accuracy is a must.

Send your resume to  
[careers@resplendentceylon.com](mailto:careers@resplendentceylon.com)



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