

Join the Keells Distribution Centre

to Explore. Challenge. Inspire.



Come join our team as a
Human Resource Assistant

What you need to do

- Identify reasons for look for proactive solutions, submit for VOP or system deletions as appropriate.
- Monitor staff absenteeism and submit for VOP system deletions as appropriate.
- Engage in employee welfare and motivational activities.
- Act as the contact point of DC staff on their HR related assistance.
- Be in-charge of employee accommodation facilities related activities.
- Overlook the operational areas and administration of the assigned Distribution Center (DC)
- Overlook Health and Safety Practices among the DC staff.
- Coordinate with suppliers to get reliable cost effective services.
- Submit timely reports to the top management as and when required.

What we are looking for

- Part/ Fully qualified in a degree or equivalent professional qualification in Human Resources Management.
- Sound knowledge in Administration and best HR practices.
- Minimum of 2 year experience into HR is required.
- Previous experience in a warehouse environment will be an added advantage.
- Should be excellent in verbal and written command both English and Sinhala, Tamil literacy will be an added advantage.
- Task prioritization, time management and multi-tasking is expected.
- An excellent service oriented personal with attention to detail and accuracy.
- Own a motor bike would be a definite advantage.



No. 125A, 125B, CPSTL, Muthurajawela Terminal Road, Wattala
No. 210, Ambathale Road, Sedawatte, Wellampitiya

How to Apply

If interested, please send your CV to careers.lpi@keells.com within 10 days of the advertisement. Please mention the position you're applying for in the subject header.

The John Keells Group is an equal opportunity employer and we invite applications from all suitably qualified individuals to join our team.

Keells



oneJKH