

COME UNDER OUR UMBRELLA

"Ready to kick start an exhilarating career adventure?
Rainco is on the lookout for exceptional individuals to
become a part of our ever-growing team of professionals.
If you're brimming with enthusiasm, driven by ambition &
poised to create an impact, we're excited to hear from you"

TRAINEE – HR & ADMINISTRATION (KADUGANNAWA FACTORY)

CAREER PROFILE

- Examine and update organizational policies, procedures and ensure legal adherence.
- Administer company HRIS system and attendance capturing system.
- Coordinate and act as the point of contact for benefit vendors/administrators ensuring compliance.
- Monitor office supplies inventory and procure new materials while adhering to budget constraints.
- Monitor costs and expenses to assist in administration budget preparation
- Oversee facilities, services maintenance activities, etc.
- Handle maintenance records for all factories.
- Organize and oversee training initiatives.

SKILLS AND COMPETENCIES

- Degree / Diploma or equivalent professional qualification in Human Resources Management / Business Management (Fully or partly completed)
- Proficient with HRIS System and Microsoft Office package
- Problem solving & decision-making skills
- Time management skills
- Excellent communication skills both in English & Sinhala languages
- Excellent interpersonal skills
- Ability to work under pressure
- Ability to work under minimum supervision

POSTSCRIPT

- Candidates residing in Kandy & Kegalle districts are preferred

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Contact Us :

- careers@rainco.lk
- Rainco (Pvt) Ltd. No. 415, Galle Road, Colombo 04.
- (+94) 76 674 0341

Visit Us :

- Rainco.lk
- <https://lk.linkedin.com/company/rainco-pvt-ltd>
- <https://www.facebook.com/erainco>
- <https://www.instagram.com/rainco>

Rainco