



HUMAN RESOURCES INTERN

We have an exciting opportunity for a **Human Resources Intern** to join Cinnamon Life Integrated Resort, the much-anticipated 1 billion USD project, opening in late 2024. Cinnamon Life Integrated Resort is part of Cinnamon Hotels & Resorts, Sri Lanka's largest Hotel owner with a portfolio of 15 Hotels and Resorts in Sri Lanka and the Maldives. It is a member of John Keells Holdings PLC, one of the largest listed conglomerates in Sri Lanka.

Reporting to the Manager, Human Resources, you will play a vital role in handling recruitment, onboarding, and administration processes. You will have the opportunity to learn and contribute to these key areas under the guidance of experienced professionals.

Your role will involve actively participating in the recruitment process by assisting in sourcing candidates, screening resumes, and scheduling interviews. You will also support the onboarding process by preparing onboarding materials, coordinating induction sessions, and assisting with new hire orientation.

In addition, you will be involved in various administrative tasks, including maintaining HR records, updating databases, and assisting with HR projects and initiatives as needed. You will have the opportunity to gain hands-on experience with HRIS and other HR tools, as well as exposure to the broader HR functions within a dynamic and fast-paced environment.

Are you a proactive and eager individual looking to gain valuable experience in recruitment, onboarding, and administration? Do you have strong communication and organizational skills? Are you passionate about making a difference and contributing to a world-class hospitality project? If so, then we have the perfect opportunity for you to join our team and embark on this incredible journey.

Apply now!

✉ clir-admincareers@cinnamonhotels.com



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The John Keells Group is an equal opportunity employer and we are an equal opportunity employer. We are an equal opportunity employer.