

**JOIN
THE DYNAMIC TEAM OF**



Ajax Engineers (Pvt) Limited, a subsidiary of the Browns Group, is a strong player in Aluminum fabrication and installation in high-rise buildings with over 30 years of experience. With its state-of-the-art manufacturing plant, Ajax offers unique, customised products to meet clients' specifications. With this, we seek a self-motivated, result-driven individual with a proven track record to join Ajax.



Junior Executive – Human Resources

Responsibilities:

- Assist in recruitment process, including posting job ads, screening resumes and scheduling interviews.
- Support with onboarding and orientation for new employees.
- Maintain accurate employee records and HR documentation.
- Help organise and participate in HR initiatives and employee engagement activities.
- Address employee inquiries and provide support on HR-related matters.
- Ensure compliance with company policies and employment laws.

Qualifications:

- Full or part Professional Qualification / Degree in Human Resource Management from NIBM/CIPM or any other recognised university.
- Minimum 2 years experience in HRM is compulsory.
- Experience working in the HR Department of a reputed company in the industrial/trading sector will be a distinct advantage.
- Good level of computer literacy is mandatory.
- Good analytical skills.
- Strong interpersonal skills, including language proficiency in both English and Sinhala are mandatory.

If you wish to apply for the above post, please forward your CV to us within 7 days of this advertisement.

recruitment@brownsgroup.com

Human Resources Department

Ajax Engineers (Pvt) Ltd Level 12,
Browns Capital Building,
No: 19, Dudley Senanayake Mawatha, Colombo 08



A subsidiary of the **Browns** group

A Heritage of Trust