



Pasyale Ayurveda Osu (PVT) LTD.



HUMAN RESOURCE EXECUTIVE

Job Role

- Employee Recruitment and Selection
- Monitor and Prepare Employees Attendance, Leave, Overtime & EPF ETF
- Recommending HR policy changes to the management and maintaining policy
- Managing the performance appraisal process
- Handling payroll
- Coordinate all HR Processors, systems, and operation activities
- Grievances Handling
- Handling Security and the cleaning staff

Skills & Experience

- A Degree or Professional Qualification in HR from Recognized institution
- Minimum 03 Years experience in a similar capacity with 01 years of payroll experience.
- Experience in HR Systems & Microsoft Office
- Excellent Communication and interpersonal skills
- Age below 35 years.
- Ability to work under pressure with minimum supervision
- Positive Outlook with a CAN-DO attitude.

Residing close proximity to Kadawatha, Kiribathgoda, Kelaniya, Ganemulla or Gampaha will be an added advantage.



Please apply to within 07 days of this advertisement



No.321/3, Dalupitiya Road, Mahara, Kadawatha,

APPLY NOW uthsara@pasyaleayurveda.com



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